



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

March 25, 2021

Commissioners Present: Steve Rubert, Gary Dunn, Frank DeMars, and John Metschan

Commissioners Absent: Al Gits

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 1:15:01 pm. This meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (1:58)

1. Steve asked Troy if he had checked to see if there were any legal issues concerning giving up the office and having Joy working remotely from her home. Troy said he checked with the District's attorney and with the SDAO. They both told Troy that the official NRWD office address would need to be at the plant's location, not at Joy's house.
2. Steve, Troy and the Board talked about Jerry quarantining and not coming to work due to family members being diagnosed with Covid19.
3. Steve asked about emergency training. Troy said that due to both Danny and Jerry not being at work, he did not have time to meet with Gary to discuss setting up emergency water shut off training at the Crest. Troy also said that he would call Board members individually to set up emergency water shut off training at the plant and pump stations in their area.
5. The Board reviewed the draft minutes from the regular Board Meeting on February 25th, 2021. ****Motion****: Frank DeMars moved to accept the minutes as presented. Gary Dunn seconded the motion, which passed unanimously.

OPERATORS REPORT: (11:30)

1. Both Bac-T results were "absent" (non-detected).
2. Troy stated a full "clean in place" was performed at the plant on 02/22/2021.
3. Troy and the Board reviewed the plant logs and Troy noted he needs to correct a formatting error on the plant log form.
4. Two service lines had to be repaired at the Point. All affected customers were notified. Jamie from Cascade Head Ranch helped Troy with this repair as Danny and Jerry were not at work.
5. Steve asked Troy to keep the Board informed as to employee performance and if there is a problem to please let them know.
6. Troy said that today, prior to the meeting, Danny and himself found a large leak on the customer's side of a meter in Viking Estates. The customer was informed and the water was



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turned off.

7. Troy installed four new Air-Vac Valves in the system to replace old and outdated existing Air-Vac valves.
8. Troy and the Board talked about Danny taking time off to spend time with his new baby, and Jerry taking time off to quarantine due to family members having been diagnosed with Covid19.
9. The Board asked Troy to check in with the Health Department about getting Covid19 vaccinations for the NRWD staff. Gary said that frontline workers can get there Covid19 vaccinations starting on April 19, 2021.
10. Troy reconditioned the pumps at the Hills of Neskowin and at Sahhali Shores.
11. Troy said he is continuing to work on ACH dosing and chlorine residuals.
12. Joy said that she is doing very well working remotely from her home office and is getting caught up on all of her work.
13. Troy and the Board discussed some kind of financial assistance for Jerry.

FINANCIAL REPORT: (25:31)

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

BILLS TO BE PAID: (41:56)

Troy presented the bills to be paid.

1. ****Motion**:** Gary Dunn moved to approve the checks as presented.
2. Frank DeMars seconded the motion, which passed unanimously. The last check number was 13422.

OLD BUSINESS:

BOARD WORK PLAN: (1:03:59)

1. Board Work Plan Tasks:

1.1. 3rd Quarter 2020/2021 Tasks:

1.1.1. Recruit Budget Committee

- 1.1.1.1. ****Motion**:** Frank DeMars moved to elect Judy Rubert, Jim Boyer, Alex Sifford, Jean Cameron and Dan Sheridan to the 21/22 Budget Committee as recruited by Troy. John Metschan seconded the motion, which passed unanimously.

1.1.2. Review Wage Scale

- 1.1.2.1. The Board discussed Troy's wage scale topping out. Steve asked Gary and John to get together with Joe Texter to determine future wage scale increases for Troy, then report back to the Board.



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1.1.2.2. The Board also talked about giving Troy merit or performance award raises. Brenda Freshman suggested a Department of Labor website with wage statistic information.

1.1.2.3. Gary asked if Troy could send him a copy of the current wage scales with the online link to the Department of Labor website that Brenda sent. Gary asked John if he could contact Joe Texter and set up a meeting.

1.1.3. Review Board Responsibilities

1.1.3.1. Steve reviewed Board responsibilities and rules with the Board.

1.1.3.2. When Board members are contacted by community members with Water District issues, Board members must refer that community member/issue to the Board and not discuss or determine solutions on their own.

1.1.3.3. When replying to a group email from Joy or Troy, Board members need to respond in a separate individual email back to Joy or Troy, not a group email.

1.1.3.4. When Board members want to send an email out to the rest of the Board they need to send it to Joy or Troy, and have them send the group email out to the rest of the Board.

1.1.3.5. If three or more Board members get together outside an official NRWD board meeting they cannot discuss Water District topics.

Review Rate Increase: (1:30:34)

1. Troy said that the District's current rate increase seems to be covering the District's general fund expenses, but that he will know more after he completes the 2021-2022 budget.

EMERGENCY MANAGEMENT: (1:39:48)

1. Gary said the funding grant has been approved and South County will be receiving the funding to build and stock their first emergency supply shed by the water tower at the Crest.

2. Frank asked Gary if the District could also have the District's emergency response center at the Crest as well. Gary said that is not currently included in the funding for the shed. Gary said that perhaps Troy could address that in the next "20 Year Plan".

NEW BUSINESS:

20 Year Plan: (1:47:06)

1. Gary and the Board discussed the District's 20 year plan for water availability and future development.

2. Gary said that since the community is updating their 20 year plan, the District needs to follow suit to make sure the Water District's 20 year plan will meet the needs of the community.



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3. Brenda Freshman talked about the community's efforts to update the 20 year community plan. Brenda said there is community planning information at the NCAC "Neskowin Citizens Advisory Committee" website.
4. Troy said that Guy Sievert has informed the NCAC of the District's updated plan and project information.

FUTURE MEETING DATES: (2:19:13)

1. The NRWD Regular Board meeting is set for Thursday April 22nd, 2021; at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for May 27th, 2021 at 1:00 pm, and Thursday June 24th, 2021 at 1:00 pm. There will also be a budget committee meeting sometime in May 2021.

ADJOURNMENT: (2:04:41)

There being no further business, the meeting was adjourned at 3:21:04 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

Steve Rubert, President

Gary Dunn, Secretary