



Neskowin Regional Water District

PO Box 823

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**

May 27th, 2021

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

Commissioners Absent:

Staff Present: Troy Trute and Joy Neufeld

Public Present: Brenda Freshman

CALL TO ORDER: (00:18)

President Steve Rubert called the regular Board meeting to order at 1:05:18 pm. This meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (00:20)

1. The Board reviewed the draft minutes from the regular Board Meeting on April 22nd, 2021. ****Motion****: Steve Rubert moved to accept the minutes as amended. Gary Dunn seconded the motion, which passed unanimously.
2. The Board reviewed the draft minutes from the Executive Board Meeting on April 22nd, 2021. ****Motion****: Frank DeMars moved to accept the minutes as presented. John Metschan seconded the motion, which passed unanimously.
3. The Board reviewed the draft minutes from the Budget Committee Meeting on May 14th, 2021. ****Motion****: Gary Dunn moved to accept the minutes as presented. Al Gits seconded the motion, which passed unanimously. Troy asked John Metschan for his approval of the 2021-2022 Budget. John asked Troy to send him a copy of the 2021-2022 Budget to review.

OPERATORS REPORT: (07:14)

1. The District is currently working on hydrant maintenance.
2. The Neskowin Emergency Egress road crew hit and broke a one-inch waterline with their equipment.
3. An air-vac valve in Sahhali Shores malfunctioned and is going to have to be replaced.
4. On Sunday May 23, 2021 a customer's service line blew off in the Point subdivision and had to be repaired. Frank and the Board thanked Troy for helping the customer outside normal business hours.
5. There was 21.15 inches of rain Jan 1- May 1, 2021. The running average over the last ten years for that same time period was 48.879 inches.
6. Gary said he thought this year's water usage was high and asked if it was higher than last year? Troy said he would review the information and let the Board know.
7. Gary suggested the Board review the District's Water Curtailment Management Plan. Steve said the Water Curtailment Management Plan is on the District's website.



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

8. Troy said the measured flow over the Hawk Creek weir at the Districts' water plant was 14 cubic feet per second.
9. Both Bac-T results were "absent" (non-detected).
10. The District passed the Disinfection By-Products lab tests.

FINANCIAL REPORT: (30:01)

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

BILLS TO BE PAID: (38:38)

Troy presented the bills to be paid.

1. ****Motion**:** Gary Dunn moved to approve paying all the bills with the exception of check number #13488 which will be voided and a correction to the memo on a debit to Amazon on 05/25/2025.
2. Gary Dunn abstained from check # 13474 paid to USPS on 05/13/2021, 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 13489.

OLD BUSINESS:

1. BOARD WORK PLAN: (53:14)

Board Work Plan Tasks:

1.1. 3rd Quarter 2020/2021 Tasks:

1.1.1. Wage Scale Review:

1.1.1.1. Troy said he wasn't sure if this topic was resolved by the Board.

1.1.1.2. Gary said the Wage Scale Committee reviewed the wage scale but the Board had not made a determination yet.

1.1.1.3. John said currently District wages are comparable to other government agency managerial positions and Troy's wage scale does not top out until next budget cycle, therefore the Board should review this more thoroughly then.

1.1.1.4. Steve said this topic could be removed from the agenda.

1.2. 4th Quarter 2020-2021 Tasks: (55:19)

1.2.1. Board Performance Self Evaluations:

1.2.1.1. Steve said that he will send the Board members the Board Evaluation Questionnaire.

1.2.2. Draft Annual Board Work Plan for Upcoming Year:

1.2.2.1. Steve said he would update and send the 2021-2022 Annual Board work plan to the Board, and the



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

1.2.2.2. Steve said the Board could vote to approve the plan at the upcoming June 24th Board meeting.

1.2.3. Budget Development:

1.2.3.1. Troy said he will ask the Board to officially approve the 2021/2022 Budget he is proposing at the Public Hearing.

1.2.4. Public Hearing for the 2021/2022 Budget:

1.2.4.1. The public hearing for the 2021/2022 Budget will be in June prior to the June regularly scheduled Board meeting.

1.2.4.2. Gary asked Troy where the District will post public announcements. Troy said he will post the notice to the District's website and the local newspaper.

1.2.4.3. Troy said that he has been searching for a place to put up a drop box for the District's customers. Troy reported that Mike Herbal said the District could put a drop box at his store. Troy said that he would also ask Mike if the Water District could post public notices at his store as well.

1.2.5. Budget Adoption:

1.2.5.1. Troy will ask the Board to Adopt the 2021/2022 Budget at the Regular Board Meeting in June.

1.2.6. Board Contributions to the Annual Consumer Confidence Report:

1.2.6.1. Steve said he and Troy completed this task.

2. OFFICE CLOSURE: (01:06:53)

2.1. Troy said the office would officially close August 15, 2020.

2.1.1. Gary's concerns were:

2.1.2. Having a secure drop box for customers to drop off checks.

2.1.3. How will the District notify customers about the office closure? Troy said that he has posted information about the office closure on the District's website, and he has put up a flyer at the post office, it will be posted in the current CCR and Joy will post the notice on the District's Facebook page. Gary suggested posting on the local Facebook pages and NCA and community websites. Joy suggested putting the office closure info on customer's bills.

2.1.4. Going forward what will the District do about Board meetings?

2.1.5. Where will customers/contractors and Troy and the Board meet if a meeting is requested? Troy said that customers/contractors could meet with Troy at the water plant.

2.1.6. Using Zoom meetings with a poor internet connection at the plant. Troy said that Joy could Host the zoom meetings at her house as she has a good internet connection.

2.2. Frank asked where all the office equipment would be stored. Troy said he has an established plan for dealing with all the office equipment.



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

3. REVIEW RATE INCREASE: (01:17:21)

Troy said that the District's current rate increase seems to be covering the District's general operating expenses, but that he is continuing to monitor the current budget cycles income and expenses.

NEW BUSINESS:

1. CUSTOMER APPEAL ACCOUNT #164: (01:18:53)

- 1.1. Steve, Troy and the Board discussed the customer's appeal.
- 1.2. The Board decided to create a resolution surrounding this issue.
- 1.3. Steve, Frank and Al were appointed to a subcommittee tasked with creating a resolution that can be adopted at the next Board meeting on June 24th.
- 1.4. ****Motion:** Steve Rubert moved that late fees not be charged for account #164. John Metschan seconded the motion, which passed unanimously.

2. FUTURE MEETING DATES: (01:51:24)

The Public Hearing for the 2021-2021 Budget Meeting is set for Thursday June 24th, 2021 at 1:00. The next NRWD Regular Board meeting will be directly after the Public Hearing on Thursday June 24th, 2021. Subsequent NRWD Board meetings are tentatively set for Thursday July 29th, 2021 at 1:00 pm and August 26th, 2021 at 1:00 pm.

ADJOURNMENT: (01:53:47)

There being no further business, the meeting was adjourned at 2:53:55 pm. ****Motion**:** Frank DeMars moved to adjourn this Board meeting. John Metschan seconded the motion, which passed unanimously.

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

Steve Rubert, President

Gary Dunn, Secretary