



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [nrwd@neskowinwater.com](mailto:nrwd@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

## MINUTES

### THE NESKOWIN REGIONAL WATER DISTRICT (NRWD) BOARD OF COMMISSIONERS REGULAR MEETING

January 27, 2021

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

Commissioners Absent: None.

Staff Present: Troy Trute and Joy Neufeld.

Public Present: Alex Sifford and Guy Sievert.

#### **CALL TO ORDER:** (00:01:00)

Steve Rubert called the regular scheduled Neskowin Regional Water District's (NRWD) Board of Commissioners Meeting to order at 1:03:00 pm. This meeting was hosted by Zoom Meetings remotely.

#### **REVIEW MINUTES:** (00:01:20)

The Board reviewed the draft minutes from the regular Board Meeting on December 16, 2021. **\*\*Motion\*\*:** John Metschan moved to accept the minutes as revised. Steve Rubert seconded the motion, which passed unanimously.

#### **OPERATORS REPORT** Troy N. Trute: (00:04:33)

1. Results for the ten lead and copper tests taken in December 2021, were all well below Maximum Contaminant Levels established by the EPA.
2. Both Bac-T results were "absent" (non-detected).
3. All meters in the District have been replaced with radio read meters.
4. The District will be replacing meter box lids to help facilitate radio reads.
5. Danny has been recycling the old meters that have been decommissioned following their replacement.
6. Jerry has been replacing lighting with LED fixtures and bulbs at several District pump stations.
7. The District has received three SDCs (System Development Charges) since the last Board meeting.
8. Jerry and Danny have been off work quite often in January.
9. The District received a replacement valve for the Proposal Rock Loop culvert wash out area.
10. Five of the plant's VFDs (Variable Frequency Drives) were blown due to a power surge/outage on January 3, 2022.
11. Troy has had to put in considerable overtime to keep the plant running manually.
12. Troy ordered replacement VFDs but they will not be delivered for many months. Troy had to purchase and install temporary drives to get the water plant running, semi automatically.



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13. Gary and the Board thanked Troy for all his work keeping the plant running manually.

14. Troy is replacing a head gasket on the older work truck.

### **FINANCIAL REPORT:** (00:20:03)

The Board went over the financial reports for the end of December 2021.

### **BILLS TO BE PAID:** (00:24:38)

Troy presented the bills to be paid.

**\*\*Motion\*\*:** Gary Dunn moved to pay all the bills as presented. John Metschan seconded the motion, which passed unanimously. The last check number was 13730.

### **OLD BUSINESS:** (00:35:35)

### **BOARD WORK PLAN TASKS:** (00:35:44)

#### **1. Second Quarter Task (Annual Review of the Emergency Response Plan):**

1.1 Troy said he has not had time to work on this task because of issues at the plant.

#### **2. Board Work Plan Tasks (Third Quarter Tasks):** (00:37:00)

2.1. Review and Approve Previous Fiscal Year Audit.

2.1.1. **\*\*Motion\*\*:** Frank DeMars moved to approve the 2020-2021 audit as presented. Steve Rubert seconded the motion, which passed unanimously.

2.2. Review Personnel Policies.

2.2.1. The Board discussed this topic and Brenda asked for a digital copy of the Personnel Policies to review.

2.3. Review System Development Charges, Water Rates and Wage Scales.

2.3.1. Troy said he would discuss the review of the system development charges at the next Board meeting. Troy said he needs to get the Annual Construction Price Index for last year, which comes out in mid-February prior to determining the new SDC rate.

2.3.2. Troy said he would need to compile information for the 2022-2023 budget to check and see if the District needs to raise the water rates.

2.3.3. Gary said that the Board worked to update the wage scale last year and he thinks the District's wage scale rates are good as is for another year.

2.4. Appoint a budget officer for the 2022-2023 Fiscal Budget.

2.4.1. **\*\*Motion\*\*:** Steve Rubert moved to appoint Troy Trute as the Budget officer for the 2022-2023 Fiscal Year Budget. Gary Dunn seconded the motion, which passed unanimously.

### **WATERSHED LAND PURCHASE:** (00:52.00)

1. Brenda and the Board discussed the upcoming informational Town Hall meeting on February 22, 2022.



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2. Troy said North Coast Land Conservancy will be contracting someone to do an assessment of the 40 acres of watershed land the District is trying to purchase.
3. Troy said that the District has applied for a grant where a professional forester would write a forest management plan for the District. This forest management plan would help the District apply for future grants.
4. Troy said that he is working on obtaining grants and donations to purchase the water shed land.
5. Troy said the District needs an assessment of the value of Mr. Kowalski's property.
6. Troy said he got an extension on the older grant, and is applying for a new grant for forest management.
7. Alex said the North Coast Land Conservancy is helping the District get appraisals of the watershed land. Troy said the North Coast Land Conservancy is helping to fund the costs of the appraisals not covered by the original grant the District has secured.
8. Alex said the North Coast Land Conservancy has already received \$60,000.00 in contributions towards the watershed land purchase.
9. Brenda and the Board discussed her draft agenda for the informational Town hall meeting introducing the District's efforts to purchase watershed land and said she would be the Town Hall's moderator.
10. Guy suggested that Brenda have the gentle men from Arch Cape focus their presentation on why they decided to obtain their watershed land, and the Board agreed.
11. Troy thanked Brenda for all of her work putting together the informational Town Hall meeting for the Water District.

### **CUSTOMER SATISFACTION SURVEY:** (01:26:48)

1. Brenda suggested putting off the Customer Satisfactory Survey until the Next Board meeting.
2. Brenda thought there might be follow-up questions to be added to the survey after the town hall meeting. The Board agreed.
3. Brenda also wanted the Board to discuss and agree on the distribution of the survey.

### **NEW BUSINESS:** (01:33:10)

#### **PUD POWEROUTAGE ISSUES:** (01:33:17)

1. Troy said that because of a windstorm and subsequent power outage there was a power surge in the early morning on Jan 3 2022. The power surge destroyed five VFDs and a dosing pump at the water plant and all have to be replaced.
2. Troy said the VFDs automatically regulate the different functions of the water filter at the plant and that he has had to be at the plant more often to manually regulate the plant's operating flow.
3. Troy said he had a backup dosing pump and one replacement VFD that he installed shortly after the outage. Troy said he had to purchase some temporary simple operating VFDs to



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- keep the plant running in the meantime.
4. Troy said he ordered all the replacement parts. The replacement dosing pump should arrive next week but the VFD replacements are currently estimated to arrive in 18 to 24 weeks. Troy said the cost to replace the five VFDs will be \$15,000.00 to \$25,000.00. Troy said that he also filed an insurance claim for the VFDs and dosing pump replacement costs.
  5. Troy said that PUD is not taking any fiscal responsibility for the power surge. Troy said that he has been talking with the PUD's electrical engineers about surge protection for the whole plant.
  6. Troy said that he also contacted the company that sells the VFDs to ask about surge protection suggestions.

### **REVIEW CUSTOMER METER SHUTOFF RULES: (01:45:04)**

1. Troy, Joy and the Board discussed the current customer meter shutoff rules and how they should be changed to better suit the District.
2. Troy said that the District is reporting leaks to customers on a monthly basis. Some of the customers are over involving the District in their leak maintenance, repeatedly asking the District to turn on and off their meters and to obtain new meter logs. This adversely affects the efficiency of the operations of the Water District. Troy suggested charging a fee to customer for turning on and off their meters.
3. Joy said that after she lets the customers' know have a leak they ask to have their water turned off. When they come to check on the leak they ask to have it turned back on and then if they have fixed the leak they ask for another meter log to make sure they no longer have a leak.
4. Joy said that if the District changes the rules surrounding leak procedures they need to educate the customers of the changes and costs involved. The District also should suggest they get their own meter shut off valve installed and use that valve to turn their water on and off themselves. The District should also inform the customers as to how they can read their water meter to see if the meter is still registering a leak or not.
5. Troy said that the customers have been using the District's meter stop valves to turn their meters on and off regularly and this is causing those meter stop valves to break. The District meter stop valves are not intended for regular use. Troy said when the meter stop valves break the water cannot be turned off until it is replaced.
6. Gary suggested the District recommend their customers get their own meter shut off valve installed. He also suggested letting customers know that the District is not responsible for shutting their water on and off. Gary also suggested that the District should inform customers that if the District has to shut their water on and off there will be a fee.
7. Brenda said that the next steps are that Troy can write up and new policy based on what was discussed, bring that policy back to the Board, educate and inform the customers of the new policy and put a time line on when the District will start implementing the new policy.



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**FUTURE MEETING DATES:** (02:04:08)

The next NRWD Regular Board meeting will be on Thursday, February 24, 2022 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, March 24, 2022 at 1:00 pm and Thursday, April 28, 2022 at 1:00 pm.

**ADJOURNMENT:** (02:06:55)

There being no further business, the meeting was adjourned at 3:07 pm. **\*\*Motion\*\***: Gary Dunn moved to adjourn this Board meeting, Brenda Freshman seconded the motion, which passed unanimously.

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

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Steve Rubert, President

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Gary Dunn, Secretary