



**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

October 29, 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: Chris Silkowski and Alex Sifford.

#### **CALL TO ORDER:** (00:00:10)

Steve Rubert called the regular Board meeting to order at 1:15:00 pm. This meeting was hosted by Zoom Meetings remotely.

#### **REVIEW MINUTES:** (00:00:22)

The Board reviewed the draft minutes from the regular Board Meeting on September 23, 2021.

**\*\*Motion\*\*:** Frank DeMars moved to accept the minutes as revised. John Metschan seconded the motion, which passed unanimously.

#### **OPERATORS REPORT:** (00:02:46)

1. Troy stated that Both Bac-T results were “absent” (non-detected).
2. Troy stated that the staff is continuing to replace meters in the distribution system. There are 115 radio read meters left to be installed.
3. Danny and Troy attended an OAWU educational conference for water operators October 26th – October 28th 2021, held at the Spirit Mountain Casino.
4. Troy said using ACH in the water treatment process has been beneficial to the District’s overall fall water testing results.
5. Troy stated that the new radio read meters, when installed efficiently, report leaks to the District in a timely manner. Therefore, the District can notify customers much sooner that they have a leak. The District is now checking for leaks bimonthly.
6. Troy stated that the water plant is running well.
7. Troy stated that the EPA will be imposing new PFAS (Polyfluorinated Alkyl Substances) restrictions on water districts. Troy said the NRWD has never had a problem with the PFAS chemical tests.

#### **FINANCIAL REPORT:** (00:13:09)

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



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### **BILLS TO BE PAID:** (00:44:41)

Troy presented the bills to be paid.

**\*\*Motion\*\*:** Gary Dunn moved to pay all the bills as presented. Frank DeMars seconded the motion, which passed unanimously. The last check number was 13651.

### **OLD BUSINESS:**

#### **BOARD WORK PLAN TASKS:** (00:45:42)

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

1. Frank stated that he had nothing new at this time. The online SDAO Risk Management seminar he attended did not cover emergency response planning, rather it covered workplace injuries. The Board thanked Frank for attending the seminar.
2. Troy stated that he and Frank would work on the Emergency Response Plan and get back to the Board.
3. Steve stated that if there is anything the Board feels that Frank and Troy should add to the Emergency Response Plan, he asked they contact Troy individually with that information.

#### **WATERSHED LAND PURCHASE:** (00:49:27)

1. Troy said he was in contact with Mr. Kowalski, and that Mr. Kowalski said he was waiting for the District to come up with the legal method and funds to purchase his property. He would like the District to draw up the legal document surrounding this purchase.
2. Brenda and the Board discussed conservation easements. Alex said that a conservation easement was discussed with the larger land owners. The costs of a conservation easements and are worthwhile only while pursuing very large parcels of land. Brenda asked Alex to send her any reports concerning conservation easements.
3. Alex said that the District will get more information about conservation easements from the North Coast Land Conservancy.
4. Brenda and the Board discussed the Neskowin Citizens Advisory Committee Survey Subcommittee creating a customer survey surrounding the District purchasing the watershed land.
5. Brenda and the Board discussed the NCAC Survey Subcommittee holding a town hall meeting in February 2021, to discuss the watershed.
6. Gary said that he approves of holding a town hall meeting, but said the District needs to have a group of experts attending the meeting on the District's behalf, who will explain the watershed and its value to the Neskowin community.
7. Steve said the District would also need to reach out to all Neskowin customers, not just the ten percent who might attend a town hall meeting.
8. Troy stated that he is currently working with Peter Gelser, the District's auditor, to prepare a resolution to create a watershed acquisition fund. When it is completed, he will bring it to the Board for approval.



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9. Troy stated that Peter advised him that in order to put funds into the new fund the District would need to create a supplemental budget.
10. Troy and the Board continued to discuss creating a watershed acquisition fund.
11. Alex suggested waiting until the meeting with the North Coast Land Conservatory to see what they have to offer toward the acquisition of Kowalski's land and the other watershed properties.
12. Alex suggested creating the new watershed acquisition fund for the next budget cycle.
13. Troy said he would be contacting a source in Salem that does woodlot land appraisals.
14. Troy said he got approval from the state to use DEQ grant funds to obtain title searches of the small watershed land parcels that District is interested in purchasing.
15. Alex and the Board discussed a grant program that would provide funds for a land management plan for the watershed land. The grant application due date is January 2022.
16. Alex and the Board discussed land management.
17. Alex and the Board discussed the upcoming meeting with the North Coast Land Conservatory representative November 9, 2021.
18. Brenda asked to be sent the agreement between the water District and Alex's company, E-Systems Services.
19. Troy and the Board thanked Alex for sharing his insights with them concerning this topic.
20. Troy said he would send the Board a copy of the resolution to create a watershed acquisition fund before the next Board meeting, if the District's auditor approves the wording.

### **EMERGENCY MANAGEMENT FUNDING: (01:28:56)**

1. Frank had no news on this topic.
2. Troy said that he has made efforts to purchase items on the list of emergency management for the District. The District has purchased satellite internet at the plant for communications and an outdoor sprinkler system for fire suppression.

### **RESPONDING TO DISTRICT GROUP EMAIL: (01:32:40)**

1. Steve advised the Board they should refrain from addressing emails to all of the Board, when replying to a group email from Joy or Troy, and always respond directly to Joy or Troy and not in a group email including other Board members.
2. Troy said that when he sends out emails intended for all of the Board members he will try to send the emails out separately, not in a group, this might make it easier.

### **NEW BUSINESS: (01:37:04)**

### **CUSTOMER SATISFACTION SURVEY: (01:37:06)**

1. Steve questioned if the Board had decided if a customer satisfaction survey was necessary.
2. Brenda said she emailed the Board some URL links with different surveys that other Districts have created, for the Board to discuss and review.



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3. Gary wanted to go on record to say he felt Troy has done an excellent job as GM of the NRWD, and would not support any survey focused on Troy's performance rather than the District's as a whole.
4. Gary said he would consider putting a survey on the District's website along with questions about the District's purchase of the watershed land.
5. Steve told Brenda he thought the survey questions were too broad in scope. Steve said he thinks the Board should have a discussion about what kind of information the Board wants from customers that might be helpful.
6. Brenda said that she agrees with Gary and Steve but wanted to share what she had prepared about customer surveys.
7. Brenda said that she would like the Board to create a subcommittee and asked another Board member work with her on this topic.
8. Steve asked the Board to review question 3 and 4 that Brenda had presented in her email to the Board and come back to the next Board meeting to discuss them. (Question 3: What do you know about community water systems owning & managing their own watersheds? Question 4: What do you know about the Neskowin Water District's efforts in managing the Hawk Creek watershed?)
9. John said that sending out a questionnaire to the public about the District purchasing the watershed land before fully informing the public might not be the best idea.
10. Gary said he would be willing to join Brenda on a subcommittee to work on this topic.

### **REVIEW/PASS RESOLUTION 2021-05: DISTRICT BILLING RULES: (02:01:17)**

1. Troy explained the billing rule changes and said he will try to bring a final version of this resolution to the next Board meeting.
2. Brenda said she would like the Board to review the section about water leaks at the next Board meeting.

### **REVIEW BULK WATER SECTION OF ORDINANCE 2017-01: (02:09:19)**

Troy will bring this to the next Board meeting.

### **REVIEW PASS RESOLUTION 2021-06 BULK WATER USE:**

Troy will bring this to the next Board meeting.

### **CUSTOMER APPEAL: (02:09:32)**

**\*\*Motion\*\*:** John Metschan moved to grant Mr. Walton's appeal and to adjust Mr. Walton's original bill, Frank DeMars seconded the motion, with Gary Dunn approving the motion and Brenda Freshman abstaining, the motion passes.



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**FUTURE MEETING DATES:** (02:19:17)

The next NRWD Regular Board meeting will be on Thursday, November 18, 2021 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, December 16, 2021 at 1:00 pm and Thursday, January 20, 2021 at 1:00 pm.

**ADJOURNMENT:** (02:20:31)

There being no further business, the meeting was adjourned at 3:33 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

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Steve Rubert, President

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Gary Dunn, Secretary