



Neskowin Regional Water District

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MINUTES

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

November 18, 2021

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

Commissioners Absent: Steve Rubert.

Staff Present: Troy Trute and Joy Neufeld.

Public Present: Alex Sifford.

CALL TO ORDER: (00:00:05)

Gary Dunn called the regular Board meeting to order at 1:01:00 pm. This meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (00:00:26)

The Board reviewed the draft minutes from the regular Board Meeting on October 29, 2021.

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

OPERATORS REPORT: (00:01:31)

1. Troy said the District systems and plant did well during the flooding event.
2. Troy stated that Both Bac-T results were “absent” (non-detected).
3. Troy said the plant is running well.
4. Troy said the District has been cleaning up from the flood that occurred on 11/12/2021. One pipe was exposed due to a road washing out where Sutton Creek empties into Neskowin Creek. Troy said he covered the pipe with gravel as a temporary fix but that he will be working together with the South Beach Homeowners Association to fix this issue when they replace the culvert.
5. Troy and the Board discussed the pipe at Sutton Creek/Neskowin Creek and the pipe that runs along the bridge on Salem Street, both being at possible risk if extreme flooding occurs in the Neskowin area. They also discussed flood preparedness for these two pipes.
6. Troy stated that most meters have now been replaced with only a few meters remaining to be installed, which will need to be scheduled as some are commercial accounts.

FINANCIAL REPORT: (00:22:38)

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

BILLS TO BE PAID: (00:32:07)

Troy presented the bills to be paid.

****Motion**:** Frank DeMars moved to pay all the bills as presented. Brenda Freshman seconded



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the motion, which passed unanimously. The last check number was 13667.

OLD BUSINESS: (00:32:57)

BOARD WORK PLAN TASKS: (00:33:00)

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

1. Troy stated that he had nothing new at this time. He said he will try to put some information together and get it to Frank for review prior to the next Board meeting.
2. Gary said that the District is now using Starlink satellite internet and it should provide quality internet service. The District can now provide internet in the event of an emergency, and could provide hot spots and the passing on of email communications to the community.
3. Gary again mentioned the Cascadia Rising event that will be held in June, 2022 and that South County will be utilizing the Starlink network during that event. Gary said he and Troy will need to develop a script to detail the method by which to enter the necessary information into their system.
4. Gary discussed Emergency Response Plan funding. Gary asked Troy, while he is reviewing the Emergency Response Plan, to prioritize what infrastructure also needs funding and report back to the Board.

WATERSHED LAND PURCHASE: (00:38.57)

1. Troy said he and Alex met with representatives of the North Coast Land Conservancy who talked about their potential roll in acquiring the District's watershed land and said they would be presenting their recommendations surrounding the watershed land purchase/management to their Conservation Committee, and then to their Board.
2. Troy said he would discuss this new information with Mr. Kowalski tomorrow.
3. Gary, Alex and the Board discussed how the North Coast Land Conservancy could help the District acquire the watershed land. They could do the initial purchase of the watershed land, offer property owners tax incentives, and take in and hold (for the District) donations for the purchase of the watershed land.
4. Alex said the North Coast Land Conservancy (NCLC) can either buy and hold the watershed land or they can buy and transfer the ownership of the watershed land back to the District, they would like to do the latter. They will also want to join into an agreement with the Water District as to how the land is to be managed, implementing their conservation requirements prior to turning it over to the District.
5. Alex said the North Coast Land Conservancy would also help put together a fund raising campaign to fund the purchase of the watershed land and would help in creating purchasing agreements with any of the watershed land owners as well.
6. Alex said the District would need to get an appraisal of the watershed land in order for things to progress and the North Coast Land Conservancy might be able to help push that forward.
7. Alex said on December 2, 2021 the North Coast Land Conservancy staffers John and Amy,



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who came to the District to do the initial review, would be meeting to discuss their report with their Conservation Committee. On December 10, 2021 the North Coast Land Conservancy Board will review the North Coast Land Conservancy Conservation Committee recommendations concerning their involvement with the Water District and watershed land acquisition.

8. Gary asked all the Board members if they were all in agreement as to moving forward with working with the North Coast Land Conservancy to obtain the Kowalski's parcel.
9. Alex suggested that the Board adopt a resolution at the next meeting that includes the Board's acceptance of the results of the North Coast Land Conservancy investigation, and includes a cooperation agreement with them which states the Board's intent to move forward with this partnership. Alex said he can help Troy with the wording of the resolution.
10. Gary asked the Board if they are ready to move forward and look at a resolution. John said yes but would prefer to have something concrete. Frank said that his concern is that the District needs to designate funding for the ongoing maintenance of the watershed land that the District is planning to purchase.
11. Alex said that he could share different land/ forest management plans that Arch Cape Water District is considering using.
12. Alex again suggested that the District apply for the Drinking Water Protection Program Grant (\$50,000.00). Application for this grant is due by January 2022. This grant would be for developing a plan to manage the watershed land. Troy said he would apply for the grant.
13. Alex said the Water Protection Program Grant application would want letters of support and the District could possibly get letters of support from the North Coast Land Conservancy and possibly Mike Kowalski.
14. Alex said the Kowalski's watershed land consists mostly of replanted young production timber for which the maintenance has already been done. The trees are growing healthily and maintenance should be minimal for quite a few years.
15. The Board all agreed and wanted it reflected in the minutes, that it is the Board's intent to pursue this opportunity/partnership with the North Coast Land Conservancy.
16. The Board thanked Alex for all his efforts with this topic.

CUSTOMER SATISFACTION SURVEY: (01:11:42)

1. Brenda presented and reviewed a sample customer satisfaction survey power point presentation with the Board that she and Gary had worked on.
2. Brenda discussed the purpose for doing a survey and suggested sample questions in the survey, suggested low cost options for getting the survey out to the District customers and how the survey data would be managed. She also showed a sample survey the Masa California Water District sends out to their customers annually.
3. Gary and Brenda reviewed watershed land purchase questions they had added.
4. Brenda and the Board continued to discuss this topic
5. Gary said the customer data cannot be stored externally and the survey should not add to



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Troy or Joy's workload.

- Gary asked the Board if they wanted to move forward with the survey. Gary said the next steps should be for the Board to look over Brenda's presentation and send those questions/suggestions to Troy for return to Brenda. The Board would review those suggestions/questions at the December Board meeting to create a final version of the survey which Troy would send out to the Board to have them participate in the survey prior to the following meeting in January, where it could be approved by the Board for general use. Frank, John and Troy agreed to move forward with the next steps as Gary laid out.
- Brenda asked Troy to send the power point presentation and link out to the Board and Troy said he would.

REVIEW/PASS RESOLUTION 2021-05: DISTRICT BILLING RULES: (01:36:07)

- Troy and the Board discussed this resolution.
- **Motion**:** John Metschan moved to approve Neskowin Regional Water District Resolution 2021-05 Establishing New Billing Rules. Frank seconded the motion, with Gary, John and Frank voting in favor, Steve Rubert also in favor, voting in absentia and Brenda Freshman voting against the motion as she disagrees with the wording of the Billing Appeals portion of the resolution. Motion passes.

REVIEW PASS RESOLUTION 2021-06: BULK WATER USE: (01:46:43)

- Troy and the Board discussed this resolution.
- **Motion**:** Brenda Freshman moved to approve Neskowin Regional Water District Resolution 2021-06 Establishing Bulk Water Purchasing Rules as revised. Frank DeMars seconded the motion, which passed unanimously, with Steve Rubert voting in absentia.

REVIEW PASS RESOLUTION 2021-07: ESTABLISHING THE WATERSHED ACQUISITION FUND: (01:52:54)

- Troy and the Board discussed this resolution.
- Frank asked Troy to add the word "maintain" in the last sentence of the resolution "The purpose of this fund is to provide for the budgeting and accounting of funds to acquire **and maintain** the Hawk Creek Watershed." Troy said he would add that wording to the resolution.
- Troy and the Board discussed whether this fund should be for land acquisition only, or include maintenance funding, or have another separate resolution set up surrounding funding for watershed land maintenance.
- John felt Resolution 2021-07 a bit premature and is not sure the Board has decided to acquire the watershed land, but that the Board has decided to inquire and prepare to do so.
- Brenda said that she thought previous Boards had passed resolution/motions to decide to move forward along the path of watershed land acquisition.
- John suggested a modification in the second line of the resolution replacing "has decided" to



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“explore”: “Board of Commissioners have decided to **explore** acquiring land within the Hawk Creek Watershed in order to protect source water quality in Hawk Creek and at the NRWD’s water treatment plant;”

7. Frank said that he though the Board needs to spend more time reviewing this resolution.
8. Troy said that the District’s auditor reviewed this resolution.
9. ****Motion****: Frank DeMars moved to table Resolution 2021-07 for further discussion, John Metschan seconded the motion, which passed unanimously.

NEW BUSINESS: (02:00:40)

EARTHQUAKE VALVES: (02:00:41)

1. Brenda said Jean Cameron sent her an email suggesting there might be Federal grant money available for which the District could apply for help paying for the purchase of Earthquake valves for the District’s reservoirs. Brenda shared a link to this information in zoom with the Board and staff.
2. Brenda said she would be happy to look this grant over if Troy and the Board would like her to. Troy said that he would look over the grant applications.

FUTURE MEETING DATES: (02:04:22)

The next NRWD Regular Board meeting will be on Thursday, December 16, 2021 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, January 20, 2022 at 1:00 pm and Thursday, February 24, 2022 at 1:00 pm.

ADJOURNMENT: (02:05:51)

There being no further business, the meeting was adjourned at 3:07 pm. ****Motion****: John Metschan 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