



**Neskowin Regional Water District**

PO Box 823

Neskowin, OR 97149

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## MINUTES

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

February 24, 2022

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: None.

#### **CALL TO ORDER:** (00:01:16)

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.

Gary congratulated Brenda for the very successful Town Hall Meeting she hosted discussing the NRWD watershed acquisition. Gary and the Board thanked Brenda for all of her efforts. Gary also thanked Troy, Guy and Alex for all of their efforts toward this event as well.

#### **REVIEW MINUTES:** (00:03:06)

The Board reviewed the draft minutes from the regular Board Meeting on January 27, 2022.

**\*\*Motion\*\*:** Frank DeMars moved to accept the minutes as presented. Brenda Freshman seconded the motion, which passed unanimously.

#### **OPERATORS REPORT** Troy N. Trute: (00:03:49)

1. There were no interruptions of service in the system since the last Board meeting.
2. The temporary VHDs are up and running the plant's systems automatically.
3. Both Bac-T results were "absent" (non-detected).
4. Troy explained the plant's log reflecting the destroyed VFDs after January 3, 2022. Troy said he had to manually read the plant's meter to obtain some of the plant log data.
5. There have been six new service hook-ups so far this fiscal year. Troy said he estimated four for the year. Troy said there are at least three other properties currently being developed.
6. Gary asked if the District can supply the increasing demand on the system. Troy said that most reservoir/pump stations are built to supply water to every lot in its subdivision, with the possible exception of Viking Estates and the Hawk Hills subdivisions.
7. Troy said he reviewed a form that he had created during the last budget cycle that laid out all of the District's projects. These projects were identified by the masterplan and were listed in order of their importance, which is changeable. Troy said he would email it out to the Board for review.
8. Brenda suggested putting this topic on the agenda for the next month's Board meeting.



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9. Gary asked when the Capital Improvement Plan needs to be reassessed. Troy said in 2025.
10. Frank said at the SDAO conference they suggested reassessing the Capital Improvement Plan every two to three years. Troy said the District could choose to do that but since they need to hire an engineer it would be costly to the District. Steve said the Capital Improvement plan can always be changed and updated due to necessity.
11. The Disinfection by-products test results were extremely low, which is good. These tests are done on a quarterly basis.

### **FINANCIAL REPORT:** (00:23:38)

The Board went over the financial reports for the end of January 2022.

### **BILLS TO BE PAID:** (00:31:40)

Troy presented the bills as paid.

**\*\*Motion\*\*:** Gary Dunn moved to approve the bills as paid. Frank DeMars seconded the motion, which passed unanimously. The last check number was 13750.

### **OLD BUSINESS:** (00:39:06)

### **BOARD WORK PLAN TASKS:** (00:39:09)

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

1.1 Nothing currently new to report.

#### **2. Board Work Plan Tasks (Third Quarter Tasks):** (00:40:16)

2.1. Recruit Budget Committee.

2.1.1. Troy said that he will begin working on this in March.

2.1.2. Brenda said that she knew of a community member that might be interested in being on the budget committee. She said she would ask them if they are interested. Steve said that if this person is interested, please send their name and number to Troy, as he is the budget officer coordinating the budget committee and he can then officially invite this person to serve on the committee.

2.1.3. The Board discussed the budget committee meeting procedures.

2.2. Review Personnel Policies.

2.2.1. Brenda said that Troy emailed her the Employee Policy information but has not had time to review it yet, but would like to discuss it at the next Board meeting.

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

2.3.1. Steve read aloud "NRWD Resolution 2022-01 A Resolution Approving An Updated Systems Development Charge". **\*\*Motion\*\*:** Frank moved to approve Resolution 2022-01 as read with edits as suggested. Brenda Freshman seconded the motion, which passed unanimously.

2.3.2. Troy again said he would need to compile information for the 2022-2023 budget to



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see if the District needs to raise the water rates.

### **WATERSHED LAND PURCHASE: (01:09:07)**

1. Brenda and the Board discussed the results of the informational Town Hall meeting that was held on February 22, 2022. Brenda said it was a very good first step to help inform the public about the District's interest in purchasing the watershed land.
2. Brenda said she would send a link to the video of the meeting to Troy and Joy so they could send it out to the Board members, and thought everyone should view it.
3. Brenda said that six or seven people asked to be on the email list and some have offered to help the District in different ways.
4. Frank said that he viewed the Town Hall Meeting as an infomercial in that it presented the proposed watershed purchase only in a positive light without the benefits of a "Devil's Advocate" to challenge unwarranted innuendo and assertions, and because operating costs are unknown/ignored/never mentioned.
5. Troy said that staggered mature and maturing trees do a better job of retaining water for longer periods. While you would have less water in the winter you would have more water in the summer.
6. Troy said purchasing the watershed is a wise investment. Protecting what you have is better and costs less than having to buy new infrastructure to produce water.
7. Brenda again suggested everyone view the video of the Town hall meeting to gain perspective.
8. Steve said he has worked on this topic for many years and he is pleased with the speed at which this process is currently moving. Steve said that this is a long term project.
9. Gary said he thought the information flow concerning where the District is at in the process, is an excellent foundation for communication with the community.
10. Troy and the Board discussed the total acreage amount the District is considering purchasing in the source water area. Troy said he would get more information about water quantity for the Board from forester Ben Hays.
11. Steve said that the Board cannot say anything to the public about what the purchase of the watershed will cost until the land assessment evaluations are completed.

### **CUSTOMER SATISFACTION SURVEY: (01:39:18)**

1. Brenda and the Board reviewed and discussed the completed Customer Satisfaction Survey and made the necessary edits.
2. Brenda and the Board agreed the Customer Satisfaction Survey's distribution would be as follows:
  - 2.1. Send the survey link to all NRWD customers who have an email address.
  - 2.2. Send the link to the NCAC and have them email all their contacts the link to the survey.
  - 2.3. Put the link to the survey on the NRWD's website and on the April 2022 water bills.



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**REVIEW CUSTOMER METER SHUTOFF RULES RESOLUTION (2022-02): (01:58:33)**

1. Steve Rubert read aloud the NRWD Resolution 2022-02 Customer Shutoff/Leak rules.
2. Gary asked about the customer's use of the District's meter valves. Troy said that the District needs to provide customers with education surrounding the use of the District's meter valves.
3. This resolution needed more editing before the Board could make a motion to approve it. Steve asked Troy to send the Board a draft of the resolution. Troy asked the Board to email their suggested edits directly to Troy individually. Troy could email the Board the edited resolution prior to the next Board meeting.

**NEW BUSINESS: (02:12:39)**

**FRANK DEMARS 20/2022 SDAO CONFERENCE DISCUSSION: (02:12:41)**

1. Frank DeMars discussed the February 2022 SDAO conference sessions he attended with the Board.
2. Frank discussed a session he attended about "Praising Employees" for a job well done to increase productivity.
3. Frank discussed a session he attended about "Board and Manager Relationships," proposing mutual appreciation and leading with grace.
4. Frank discussed a session he attended about "critical thinking and innovation".
5. Frank discussed a session he attended about "budget and planning".
6. Frank discussed a session he attended about "General Manager Assessments".
7. Steve thanked Frank for attending the SDAO conference and reporting the information to the Board.
8. Frank suggested putting strategic planning and additional education for Troy on the Board work plan agenda.
9. Steve said all of the Board members need to attend regular SDAO Board training sessions.

**FUTURE MEETING DATES: (02:34:04)**

The next NRWD Regular Board meeting will be on Thursday, March 24, 2022 at 1:00 pm.

Subsequent NRWD Board meetings are tentatively set for Thursday, April 28, 2022 at 1:00 pm and Thursday, May 26, 2022 at 1:00 pm.

**ADJOURNMENT: (02:35:17)**

There being no further business, the meeting **\*\*Motion\*\***: Frank DeMars moved to adjourn this Board meeting, John Metschan seconded the motion, which passed unanimously. The meeting was adjourned at 3:37 pm.

Respectfully submitted,



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Joy Neufeld

Recording Secretary, Neskowin Regional Water District

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Steve Rubert, President

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Gary Dunn, Secretary