



Neskowin Regional Water District

PO Box 823

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MINUTES

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

March 31, 2022

Commissioners Present: Steve Rubert, Frank DeMars, and Brenda Freshman.

Commissioners Absent: John Metschan and Gary Dunn.

Staff Present: Troy Trute and Joy Neufeld.

Public Present: None.

CALL TO ORDER: (00:03:00)

Steve Rubert called the regular scheduled Neskowin Regional Water District's (NRWD) Board of Commissioners Meeting to order at 1:06:00 pm. This meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (00:03:08)

The Board reviewed the draft minutes from the regular Board Meeting on February 24, 2022.

****Motion**:** Frank DeMars moved to accept the minutes as amended. Steve Rubert seconded the motion, which passed unanimously.

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

1. Troy said there were two power surges that caused equipment failure at the plant. Troy said that he replaced the equipment.
2. Troy said he is looking into hiring an electrical engineer to draw up plans for power protection.
3. Troy said they installed a couple valves.
4. Both Bac-T results were "absent" (non-detected).
5. Four new services have been installed so far this year.
6. Troy said he repaired the old Chevy work truck which is now back in service, but that it is now time to purchase a new one. Troy said he will be researching the purchase of a new truck that is both efficient and low maintenance, and is considering a f-150 "Lightning" electric work truck.
7. Brenda asked Troy if he needed to put the purchase of a new work truck on the agenda. Frank suggested Troy could discuss the truck's purchase in the operator's report.

FINANCIAL REPORT: (00:11:09)

The Board went over the financial reports for the end of February 2022. Troy said he reported the plant's equipment damages to Tillamook PUD's insurance company and has listed the cost for these repairs as a Capitol Improvement Fund expense.



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BILLS TO BE PAID: (00:29:51)

Troy presented the bills as paid.

****Motion**:** Frank DeMars moved to approve the bills as paid. Steve Rubert seconded the motion, which passed unanimously. The last check number was 13777.

OLD BUSINESS: (00:30:09)

BOARD WORK PLAN TASKS: (00:30:13)

1. Board Work Plan Tasks (Third Quarter Tasks):

1.1. Recruit Budget Committee.

1.1.1. Troy and the Board discussed the community members who volunteered to be on the Budget committee.

1.1.2. ****Motion**:** Frank DeMars moved to appoint Board members Steve Rubert, Gary Dunn, Frank Demars, John Metschan and Brenda Freshman, and community members Aubrey Olson, Jim Boyer, Alex Sifford, Chris Silkowski and Daniel Sheridan as 2022-2023 Budget Committee members as Troy suggested. Steve Rubert seconded the motion, which passed unanimously.

1.2. Review of Personnel Policies.

1.2.1. Brenda said that she has not had time to review it yet, but would like to discuss it at the next Board meeting.

1.2.2. Frank and Steve both suggested SDAO training for all NRWD staff and Board members.

1.3. Review Water Rates.

1.3.1. Troy said he would need to compile more information for the 2022-2023 Budget to determine if the District needs to raise water rates.

1.3.2. Troy believes there will need to be a small rate increase.

2. NEW BOARD WORK PLAN REVIEW SUGGESTIONS FROM THE LAST BOARD MEETING: (00:38.15)

2.1. Review Master Plan Projects.

2.1.1. Troy and the Board discussed the updated list of current master plan projects he created, their order of importance and their costs.

2.2. Review Strategic Planning.

2.2.1. Frank had requested this topic be added to the agenda.

2.2.2. Steve said that he thinks the Board already does strategic planning in working with Troy to review the Master Plan Projects.

2.2.3. Brenda said she didn't think that is what the SDAO meant by strategic planning at the Board level. Brenda said strategic planning is reviewing everything including missions, visions, and to value objectives to determine goals and tactics.

2.2.4. Brenda said she would check in with the SDAO and try to get information



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surrounding Board strategic planning and will discuss it at the next Board meeting. She suggested putting this topic under the personnel policy and she would discuss both.

3. REVIEW OF THE EMERGENCY RESPONSE PLAN: (00:55:33)

3.1. Frank said this topic is still in process.

4. WATERSHED LAND PURCHASE – POSSIBLE EXECUTIVE SESSION: (00:57:50)

4.1. Troy said the District applied for a grant from the Tillamook County Short Term Rentals fund but did not get the grant.

4.2. Troy said he applied for a grant from the DEQ Drinking Water Source Protection Fund and that is still in process.

4.3. Brenda said the only two ways the District is currently trying to finance the purchase of the watershed is by applying for grants and by soliciting donors. Brenda said as a private citizen, she is forming a fund raising committee for private donations and invited the board members to join her. Brenda said that she would be fund raising for the North West Land Conservancy to donate to the Neskowin Water District watershed acquisition fund.

4.4. Troy recommended the Board allow Troy to put funds (a minimum of \$40,000.00) into the watershed acquisition fund for the purchase of the 40 acre parcel, as he is now working on the budget.

4.5. Troy said that he would email the Board members individually about budgeting and putting funds into the watershed acquisition fund and bring the results to the next Board meeting for further discussion.

5. CUSTOMER SATISFACTION SURVEY: (01:16:16)

5.1. Brenda presented the results of the Customer Satisfaction survey with the Board and staff.

5.2. Brenda suggested the District create a Frequently Asked Questions (FAQ) page and post it on the District's web site.

5.3. The April quarterly water billing directs customers to the survey on the District's website. Brenda will present the resulting additional survey data at the next Board meeting.

5.4. Brenda said she would attend the April NCAC meeting and ask community members to complete the survey, and present them with the results of the completed survey (stats only, no customer comments) at their May NCAC meeting, and the Board agreed.

6. REVIEW/APPROVE CUSTOMER METER SHUTOFF RULES (RESOLUTION 2022-02): (01:52:01)

6.1. Troy and the Board discussed Customer Meter Shutoff Rules (Resolution 2022-02).

6.2. Steve Rubert read aloud Customer Meter Shutoff Rules (Resolution 2022-02).

****Motion**:** Brenda moved to approve Customer Meter Shutoff Rules (Resolution 2022-02) as amended. Frank Demars seconded the motion, which passed unanimously.



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NEW BUSINESS :(02:04:38)

1. EMPLOYEE ISSUES- POSSIBLE EXECUTIVE SESSION: (02:04:40)

1. Troy said that he has an ongoing issue with one of the District's employee's work performance.
2. Troy said he has been in discussion with Matt Malmshemer, an HR lawyer.
3. Steve said that Troy would want to do what the lawyer suggested and any other discussion on this topic would have to be taken up in an executive session at the next Board meeting.
4. Steve also said the when going into an executive session to discuss this topic the employee has a right to also have a hearing before the Board.

2. RISK MANANGEMENT: (02:14:29)

1. Gary was going to discuss this topic and he was unable to attend this meeting.

3. FUTURE MEETING DATES: (02:14:44)

The next NRWD Regular Board meeting will be on Thursday, April 28, 2022 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, May 26, 2022 at 1:00 pm and Thursday, June 30, 2022 at 1:00 pm.

ADJOURNMENT: (02:16:10)

There being no further business, the meeting ****Motion****: Frank DeMars moved to adjourn this Board meeting, Brenda Freshman seconded the motion, which passed unanimously. The meeting was adjourned at 3:19 pm.

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

Steve Rubert, President

Gary Dunn, Secretary