



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

MINUTES

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

April 28, 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: Gary Pierson.

CALL TO ORDER: (00:01:07)

Steve Rubert called the regular scheduled Neskowin Regional Water District's (NRWD) Board of Commissioners Meeting to order at 1:02:00 pm. This meeting was at the District's water plant and was hosted remotely via Zoom Meetings.

REVIEW MINUTES: (00:01:37)

The Board reviewed the draft minutes from the regular Board Meeting on March 31, 2022.

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

OPERATORS REPORT Troy N. Trute: (00:03:43)

1. Both Bac-T results were "absent" (non-detected).
2. Jerry has been working on pump stations near the Hills of Neskowin.
3. Troy said the District received two SDCs (System Development Charges) since the last Board meeting.
4. Troy said he has been replacing broken equipment damaged by power surges at the plant.
5. Troy said he received a recommendation for an electrical engineering firm that could draw up plans for power protection.
6. Troy said he just finished installing the chlorine analyzer at the plant and it is working well.

FINANCIAL REPORT: (00:06:56)

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

BILLS TO BE PAID: (00:20:06)

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 13807.

OLD BUSINESS: (00:30:09)



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BOARD WORK PLAN TASKS: (00:20:34)

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

1.1. Review of Personnel Policies.

1.1.1. Brenda said she is reviewing the personnel policy section by section.

1.1.2. Brenda and the Board discussed the District's employee review and disciplinary policies.

1.2. Review Water Rates.

1.2.1. Troy recommended raising raise rates by 8.5%, in line with the annual reported increase in the consumer price index.

1.2.2. Troy said he would send the Board information about the formal process of increasing/adopting rates at the appropriate time.

2. NEW BOARD WORK PLAN REVIEW SUGGESTIONS FROM THE LAST BOARD MEETING: (00:44.44)

2.1. Review Strategic Planning.

2.1.1. Brenda suggested the whole Board should do some SDAO Board training surrounding strategic planning.

3. REVIEW OF THE EMERGENCY RESPONSE PLAN: (00:49:08)

3.1. No new news.

4. WATERSHED LAND PURCHASE – POSSIBLE EXECUTIVE SESSION: (00:50:09)

4.1. Troy said he received the MOU "Memorandum of Understanding" that the District's lawyer reviewed and will send it off to the North West Land Conservancy for their review. Troy will send it out to the Board for their review as well.

4.2. Troy said he received authorization to use some of the grant funds to get an appraisal on the Kowalski's land.

5. CUSTOMER SATISFACTION SURVEY: (00:55:55)

5.1. Brenda presented additional results of the Customer Satisfaction Survey to the Board.

5.2. From the survey's results, Brenda suggested continuing to educate customers about the source of their water and about the watershed land purchase.

5.3. Steve suggested Gary go through the survey's data and report back to the Board as to what they need to do next to further inform customers.

5.4. Brenda suggested bringing the results back to the community after Gary's review of the survey.

6. RISK MANAGEMENT: (01:09:50)

6.1. Gary Dunn said that he took a SDAO Risk Management refresher course.



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- 6.2. Gary suggested Troy and the Board review the District's risks and mitigation strategies. Gary said that he could get together with Troy to review after the budget committee meeting.

7. BOARD TRAINING – SDAO 2022 BEST PRACTICES PROGRAM:

- 7.1. The Board asked Joy to check into Board training for the SDAO insurance credit program, find out what it involves, what it costs, and when and where it will take place.
- 7.2. Brenda said she would volunteer to be one of the two required Board members to do the SDAO Board Leadership Academy Board Training.

8. 2022-2023 BUDGET DISCUSSION: (01:22:23)

- 8.1. Frank said after reviewing the District's net position over the past years he thought the rate increase should be 11 percent not 8 ½ percent. He said that he feels that the District is not generating enough income to cover rising costs.
- 8.2. The Board continued to discuss this topic.

NEW BUSINESS :(01:45:23)

1. CUSTOMER APPEALS: (01:45:24)

- 1.1. Joy reviewed Mr. Booth's appeal. ****Motion****: Frank Demars moved to grant Mr. Booth's appeal as presented. John Metschan seconded the motion, with Gary Dunn and Steven Rubert approving the motion and Brenda Freshman abstaining. The motion passes.
- 1.2. Joy reviewed Mr. Konwinski's appeal. ****Motion****: Frank Demars moved to grant Mr. Konwinski's appeal as presented. Gary Dunn seconded the motion, with John Metschan and Steven Rubert approving the motion, and Brenda Freshman opposing. The motion passes.

2. NORTH COAST LAND CONSERVANCY MEMORANDUM OF UNDERSTANDING (MOU) DISCUSSION: (02:04:2903)

1. This was discussed in old business.

3. FUTURE MEETING DATES: (02:04:07)

The next NRWD Regular Board meeting will be on Thursday, May 26, 2022 at 1:00 pm. The NRWD Rate Hearing For Proposed Rate Increase meeting will be on Thursday, June 23, 2022 at 4:00 pm. The NRWD Public Hearing for the 2022-2023 budget meeting will be on Thursday, June 30, 2022 at 1:00 pm and the NRWD Regular Board meeting will follow the public hearing. Subsequent NRWD Board meetings are tentatively set for Thursday, July 28, 2022 at 1:00 pm.



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ADJOURNMENT: (02:06:35)

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

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District

Steve Rubert, President

Gary Dunn, Secretary