



Neskowin Regional Water District
PO Box 823, 47880 South Beach Rd
Neskowin, OR 97149
Phone: (503)392-3966
Email: nrwd@neskowinwater.com
Web: www.neskowinwater.com

MINUTES
THE NESKOWIN REGIONAL WATER DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
July 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: None

CALL TO ORDER: (00:00:09)

President Steve Rubert called the regular Board meeting to order at 1:00.09 pm; this meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (00:00:49)

The Board reviewed the draft minutes from the Regular Board Meeting on June 30th, 2022.

****Motion**:** Gary Dunn moved to accept the minutes as presented. Steve Rubert seconded the motion, which passed unanimously.

OPERATORS REPORT: (00:01:41)

1. Troy said Terry from Comex came and did an onsite electrical engineering survey to recommend the proper equipment to stop power surges from destroying the plant's electrical infrastructure.
2. Troy said he restocked the major chemicals for the water plant.
3. Troy said they repaired a leak at the Point.
4. Troy said they had to repair a leak on Proposal Rock Loop, due to a contractor hitting a waterline under the road. Gary asked if the contractor would be paying for the repairs. Troy said that the contractor misinterpreted his locate marking and dug up the waterline so Troy could easily repair it. Troy said he was not going to charge the contractor.
5. Brenda asked if there is a common code for marking locates. Troy said there was but they are not well defined. Brenda suggested creating frequent facts surrounding District locate markings.
6. Troy said that the O.V.V. pump station needs reroofing and that he plans on starting that project in August.
7. Troy said that he started reading the water levels and the current reading is 13.2 cubic feet per second over the weir which is good.
8. Water usage in the District has plateaued.



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FINANCIAL REPORT: (00:11:16)

Troy went over the financial reports for the end of June 2022.

BILLS TO BE PAID: (00:25:17)

Troy presented the bills to be paid. ****Motion****: Frank DeMars moved to pay the bills as amended (check # 13875 issued to Mills Ace Hardware had an incorrect amount that needed correcting). Gary Dunn seconded the motion, which passed unanimously. The last check number was 13879.

OLD BUSINESS:

1. BOARD WORK PLAN TASKS: (00:25:41)

1.1. 3rd quarter 2021/2022 Tasks.

1.1.1. Review Personnel Policy:

- 1.1.1.1. Brenda asked Troy what the mechanisms were for employee performance reviews. Brenda said that Troy sent her information about mechanisms for employee performance reviews.
- 1.1.1.2. Brenda asked Troy how often employee performance reviews occurred. Troy said annually on the employees start date. Troy said that he fills out the review and discusses that review with the employee and the employee signs the review. Brenda suggested doing the review biannually and involving the employees in the review.
- 1.1.1.3. Brenda suggested having the employees fill out a review stating how they think they have done. Troy could fill out his performance review for the employee and they he could sit down with the employees and discuss both reviews. Gary agreed with Brenda's suggestions.
- 1.1.1.4. Frank said that from the last SDAO training he went to they suggest District Boards also do Management reviews more than once a year.
- 1.1.1.5. Brenda said that in a future meeting she would like to discuss employee compensation and putting COLA raises in the personnel policy.
- 1.1.1.6. Troy explained that a COLA increase does not change an employee's position, it just increases the rate at which the employees' current position is paid.

1.2. 4th quarter 2021/2022 Tasks. (00:47:10)

1.2.1. Board Performance Review:

- 1.2.1.1. Steve said he will update his Board Performance Evaluation form and email it to Joy so she can email it to the Board. Steve said once the Board members have completed their performance evaluations email the forms to him.



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1.2.2. Draft Annual Board Work Plan for the Upcoming Year:

1.2.2.1. Steve reviewed the 2022-2023 Board Work Plan with the Board.

1.3. 1st quarter 2022/2023 Tasks. (00:53:28)

1.3.1. Review the “Red Flag” Rule.

1.3.1.1. Troy said the “Red Flag” Rule concerns how the District handles customer credit card information. Troy said that he has reviewed this and the Water District is in compliance with the “Red Flag” Rule.

1.3.2. Adopt Annual Board Work Plan:

1.3.2.1. ****Motion**** Brenda Freshman moved to adopt the 2022-2023 Board Work Plan as presented. John Metschan seconded the motion, which passed unanimously.

1.3.3. Appoint Board Officers:

1.3.3.1. Steve Rubert was elected Board President, John Metschan was elected Board Treasurer, and Brenda Freshman was elected Board Secretary for the fiscal year 2022-2023. ****Motion**** Frank DeMars made a motion to approve the Board officer’s election results. Gary Dunn seconded the motion, which passed unanimously.

2. REVIEW OF THE EMERGENCY RESPONSE PLAN: (01:01:48)

2.1. Troy said that he has been too busy to work on this.

2.2. Brenda asked what the next steps are.

2.3. Gary said that they have taken the larger ERP document and broken it down to create a public document.

2.4. Gary said that the Water District needs to reengage with the South County Emergency Volunteers corps. He said that someone from the Board needs to be the new liaison between the Water District and the South County Emergency Volunteer corps as he will be resigning from the Board soon.

2.5. Gary said someone from the Board needs to help Troy complete the review of the emergency response plan.

2.6. Gary said the Board and staff need to do an emergency drill.

2.7. Gary suggested the District come up with a written plan that they can share with the community as to how they will respond in the event of an emergency. This plan would include the District’s plan to get water out to the community. Also refreshed training for community members to shut off the water at the various tank/pump stations.

2.8. Gary said that since he is leaving the Board someone else on the Board needs to be involved.

2.9. Steve asked Troy to find out what the cost of a trailer to haul water would be.

2.10. Frank said that the roads would be all torn up if there was an earthquake and he and Troy thought smaller portable tanks with filters would be better. Also, extra water



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storage tanks could be at each of the reservoirs.

- 2.11.** Troy said that he has budgeted in the cost of purchasing emergency filtering units for each of the reservoirs.

3. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (01:13:32)

3.1. Troy said the District is in the queue for a \$50,000.00 grant for the forest management plan. Their decision will be made in early August.

3.2. Troy said the NCLC told him it would take six months to create the forest management plan and will cost \$45,000.00.

3.3. The MOU Memorandum of Understanding has been signed by both the District and the North Coast Land Conservancy.

3.4. An appraisal contract has been signed by both the Kowalski's and the Water District. The appraisal should take place sometime in August.

3.5. Frank DeMars said he wanted to play devil's advocate on the subject of the District purchasing the watershed land. No one else on the Board seems concerned and that is bothering him.

3.5.1. Frank stated that he was shocked and dismayed by the lack of critical thinking by the Board regarding the proposed watershed acquisition and by the deceptive presentations at the town hall meeting.

3.5.2. Frank noted that the elimination of property worth \$5 million from the property tax rolls would decrease school revenues by \$25k and local government revenue by \$50k each and every year. Frank said that if the District purchases the watershed it can still run out of water, but no one mentioned that.

3.5.3. Frank quoted from the book "Land on Fire", about the alarming increase in forest fires, and that forests required ongoing expensive maintenance, and that a single controlled burn would cost about \$250k, and would need to be periodically repeated. Two of the book's chapters are: The Age of Suppression Meets the Era of Drought, and, Heroic Effort and Tragic Loss. Frank relayed the scene along Hwy 22 in the Detroit area of miles of burned forest that has not been harvested after the fire two years ago, forests with 30-40' trees that are a total loss. Frank mentioned the Van Duzer corridor as an example of poor forest management because of the high costs involved.

3.5.4. Frank related the current news story regarding Houston, Texas having severe financial issues because one-time funds were spent in a manner that increased annual expenses, which situation could be a precursor of the District's watershed acquisition.

3.5.5. Frank took issue with Troy's statement at the town hall meeting that poor management of the watershed would require the District to build a desalination plant, while not admitting that even the very best management would not guarantee adequate future water flows.



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- 3.5.6. Frank took issue with Guy's statement about the benefits of having the District manage the watershed, but not clarifying that the District has excellent water quality right now, and that District management and accompanying maintenance would add considerable annual costs.
- 3.5.7. Frank pointed out the District's long history of vocally supporting the concept of watershed acquisition funded by a public bond, but at the same time underfunding annual expenses so as to decrease the District's net position, thereby raising the interest costs of a future bond issue.
- 3.5.8. Frank closed with two bits of folk wisdom: Be careful what you wish for; you might just get it: and, the road to hell is paved with good intentions.
- 3.5.9. Steve said that the District has been in the process of saving for a land purchase.
- 3.5.10. Steve said the District is trying to ensure safe, dependable water for the community and for the future by purchasing the watershed land.
- 3.5.11. Steve said that he appreciates Frank's concerns.
- 3.5.12. Troy said that purchasing and controlling the watershed is another piece of utility, not meant to pull in profit. It is to ensure that the community has readily available water that is clean and safe to drink. Troy said that his position at the town hall meeting wasn't to go back and forth about the pros and cons. The town hall meeting was meant to express to the community, the positive aspects of the watershed acquisition and how it would benefit both the community and District. Troy said that purchasing the watershed is a managed risk but he said that the District's entire infrastructure is a managed risk.
- 3.5.13. Troy said if the District need to get a bond ultimately it will be put to a community vote, as to whether the District will purchase the waterland.
- 3.5.14. Steve suggested a subcategory titled Cost Benefit Analysis be placed under the Board's discussion of the purchase of the watershed. He also said if the District created a pamphlet about the watershed purchase it should have both the benefits and the costs of that purchase.
- 3.5.15. Gary said he reviewed the customers survey questions concerning the watershed and created a simple Q and A about those questions and passed this on to Troy. Troy said he would work on getting Gary's FAQ question/answers on the website. Troy said that he also needs to put the link for the watershed donations on the website.

4. BOARD TRAINING – SDAO 2022 BEST PRACTICES PROGRAM: (02:00:29)

- 4.1.** Joy again discussed Board training with the board.

NEW BUSINESS: (02:01:58)

1. NRWD RESOLUTION NO. 2022-05 RAISING RATES:



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- 1.1. Steve read aloud NRWD Resolution NO. 2022-05 A Resolution Setting New rates.
- 1.2. ****Motion**** Frank DeMars moved to adopt NRWD Resolution NO. 2022-05 A Resolution Setting New rates as amended. Gary Dunn seconded the motion, which passed unanimously

2. STCEVC (SOUTH TILLAMOOK COUNTY EMERGENCY VOLUNTEER CORP)

KEY: (02:05:44)

- 2.1. Troy said that the STCEVC refused to give him a key to their emergency storage shed on District's property on the Crest and would like the Board's input.
- 2.2. John suggested District employees become STCEVC volunteers thereby gaining access to the key.
- 2.3. Brenda suggested the Board write a letter to the STCEVC asking for keys for District employees or creating a MOU and asking the STCEVC to sign it.
- 2.4. Franks suggested dropping it.
- 2.5. Gary said the relationship between the STCEVC and the District has become disjointed and there needs to be a reconnection.

3. NEW BOARD MEMBER: (02:18:37)

- 3.1. Gary said that he will be resigning from the Board. He said Paul Bender and Guy Sievert are both interested in becoming Board members.
- 3.2. Brenda said she would like to suggest a community member from Viking Estates that might want to be a Board member.
- 3.3. Steve asked Gary and Brenda to invite their suggested Board candidates to the next Board meeting to meet with the Board.

FUTURE MEETING DATES: (02:33:13)

The next NRWD Regular Board meeting will be on Thursday, August 25, 2022 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, September 29, 2022 at 1:00 pm, and on Thursday, October 27, 2022 at 1:00 pm.

ADJOURNMENT: (02:34:48)

****Motion**:** Frank DeMars moved to adjourn this Board meeting, John Metschan seconded the motion, which passed unanimously. There being no further business the meeting was adjourned at 3:35 pm.

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



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Steve Rubert, President

Brenda Freshman, Secretary