



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
September 29th, 2022

Commissioners Present: Steve Rubert, Gary Dunn, John Metschan and Brenda Freshman.
Commissioners Absent: None.
Staff Present: Troy Trute.
Public Present: Guy Sievert and Paul Bender.

CALL TO ORDER: (00:00:13)

President Steve Rubert called the regular Board meeting to order at 1:01.05 pm; this meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (00:00:19)

The Board reviewed the draft minutes from the Regular Board Meeting on August 25th, 2022.

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

OPERATORS REPORT: (00:03:09)

1. Distribution System

- 1.1. We had a leak on a 2" line in Viking Estates on September 19th we repaired without any interruptions.
- 1.2. We had a fire at the Breakers Condos September 7th. The event exposed a flaw in our maintenance of the fire hydrants in the District. We are in the process of correcting our deficiency.
- 1.3. All Fire hydrant and Valve Maintenance has been completed for the year.
- 1.4. We have finished replacing two walls in the Sahhali Shores pump station that suffered dry rot damage.
- 1.5. I am writing up a new Request for Qualifications (RFQ) for engineering services to hire the District's new Engineer of Record (EOR).
- 1.6. Finished all of the District's asphalt patching jobs the week of September 19th.
- 1.7. Walked the watershed. Everything looks good.

2. Treatment System



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- 2.1. We completed our Water System Survey from the State of Oregon Drinking Water Division without incident. The State Drinking Water Department has deemed the District an “Outstanding Performer” for the first time. This designation means that the District will have our Water System Surveys every five years instead of every three.
- 2.2. Electrical Engineer has been contracted to make plan to solve our electrical problems at the Water Plant. He is currently working on getting us plans and parts lists for the project.
- 2.3. We completed and submitted the District’s required Water Management and Conservation Plan required by the State’s Water resources Department.

FINANCIAL REPORT: (00:25:07)

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

BILLS TO BE PAID: (00:32:31)

1. Troy presented the bills to be paid. *****Motion*****: John Metschan moved to pay the bills as amended. Gary Dunn seconded the motion, which passed unanimously.
The last check number was 13926.

OLD BUSINESS: (0038:42)

1. BOARD WORK PLAN TASKS:

1.1. 3rd Quarter 2021/2022 Task.

1.1.1. Board Performance Review:

1.1.1.1. Steve said he has not received a Board Performance Evaluation from Brenda. Brenda said she just sent Steve her evaluation form.

1.1.1.2. Steve discussed SDAO Board training that all Board members should attend annually, which reduces the District’s insurance costs.

2. REVIEW OF PERSONNEL POLICIES: (00:42:38)

- 2.1. Brenda and the Board discussed progressive discipline and the documentation of each disciplinary step. *****Motion*****: Steve Rubert moved to accept the progressive discipline policy as presented by Brenda and add that policy to the District’s personnel policy. John Metschan seconded the motion, which passed unanimously. Troy asked Brenda to email him the policy.

3. REVIEW OF THE EMERGENCY RESPONSE PLAN: (00:47:45)

- 3.1. Steve said that Frank and Troy were working on that, but that Troy would finish the review himself.



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4. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (01:00:01)

- 4.1. The timber cruise has been completed.
- 4.2. The Ticor title/easement search report has been reviewed by Troy and the District's lawyer, and has been sent to Mike Kowalski for his review.
- 4.3. The North Coast Land Conservancy set up the escrow account for the purchase of that property. Troy will need to get permission from the Board to transfer funds from the District's account to the escrow account soon.
- 4.4. The District is still waiting on the actual appraisal.
- 4.5. Troy said he would like to say on the record.... (the sound went off)

NEW BUSINESS: (01:07:36)

1. CUSTOMER APPEAL:

- 1.1. Troy presented an appeal request from Adam Goldman. *****Motion*****: Gary Dunn moved to grant Mr. Goldman's appeal as requested. John Metschan seconded the motion, which passed unanimously.

2. APPOINT NEW BOARD MEMBERS: (01:12:36)

- 2.1. Steve said that Frank DeMars, Board position #5, resigned on August 25th 2022 and that Gary Dunn, Board position # 3, will resign on October 1, 2022. Steve said that Paul Bender and Guy Sievert are interested in becoming Board members. Steve said that if the Board appoints Guy and Paul to the NRWD Board they would need to run for their positions May 2023 in the next county election.
- 2.2. *****Motion*****: Steve Rubert moved to appoint Guy Sievert to Board position #3 and Paul Bender to Board position #5 starting October 1, 2022. John Metschan seconded the motion, which passed unanimously.
- 2.3. Steve said that Gary Dunn has been on the Board since November 2017 and wanted to thank him for his service. Gary thanked the Board.

3. FUTURE MEETING DATES: (01:24:53)

- 3.1. The next NRWD Regular Board meeting will be on Thursday, October 27, 2022 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, November 17, 2022 at 1:00 pm and Thursday, December 22, 2022 at 1:00 pm.

ADJOURNMENT: (01:27:07)

- **Motion*****: Brenda moved to adjourn this Board meeting, John Metschan seconded the motion, which passed unanimously. There being no further business the meeting was adjourned at 2:28 pm.



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

Steve Rubert, President

Brenda Freshman, Secretary