



**Neskowin Regional Water District**

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [nrwd@neskowinwater.com](mailto:nrwd@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

**MINUTES:**

**THE NESKOWIN REGIONAL WATER DISTRICT  
BOARD OF COMMISSIONERS REGULAR MEETING**

**October 27, 2022**

Commissioners Present: Steve Rubert, John Metschan, Brenda Freshman, Guy Sievert and Paul Bender

Commissioners Absent: None

Staff Present: Troy Trute and Joy Neufeld

Public Present: None

**CALL TO ORDER:** (00:00:13)

President Steve Rubert called the regular Board meeting to order at 1:01.03 pm. This meeting was held at the District's Water Plant located at 5880 S Fairway Rd. and hosted by Zoom Meetings remotely.

**REVIEW MINUTES:** (00:00:18)

The Board reviewed the draft minutes from the Regular Board Meeting on September 29th, 2022. **\*\*Motion\*\*:** John Metschan moved to accept the minutes as presented. Guy Sievert seconded the motion, which passed unanimously.

**OPERATORS REPORT:** (00:02:09)

**1. Distribution System**

**1.1.** October 4<sup>th</sup> NW Boring hit the District's 6" water main on Nescove Drive at 4:00P.M.

Troy went home at 7:00 P.M. That night, after discovering the extent of the damage and determining it was not going to be a timely fix, the water was shutoff for the five houses nearest the line break, all night.

**1.2.** October 5th the District replaced the section of damaged water main and put it back in service on Nescove. At around 3:00 P.M. the line the District fixed blew apart further uphill from our repair. The District then replaced a larger section of pipe using mechanical restraints then we buried and compacted the fill around our 6" water main repair holding the pipe in place. The District then restored water service to the five houses that were off at that time. The District received a lot of help from Russ Oullette who lives closest to where the water main was broken and was affected by the water shutoff.

**1.3.** October 6<sup>th</sup> Troy took a bacteriological sample near the water main repair to Waterlab in Salem.



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- 1.4.** October 7<sup>th</sup> the District received confirmation from Waterlab that the District was good to lift our boil water notice on the five homes nearest the water main break on Nescove Drive.
  - 1.5.** October 19<sup>th</sup> NW Boring hit the District's water main and a service line on Beach Crest at around noon. After NW boring stopped digging to help the District find the leak Troy called Darci Jones to bring in a Mini-Excavator to help look for the leaks in our water main and service line. Darci Jones agreed to bring the excavator in the morning. The District then had the Crest reservoir overflow due to its connection to the now turned off high-pressure system feeding the water main that was broken. Troy isolated the reservoir and stopped the overflow. The water was off for most of the people on the Crest high-pressure system all night.
  - 1.6.** On early morning October 20<sup>th</sup> while pulling their reamer head through, the NW boring crew hit an electrical primary causing a power outage. Troy then called Darci Jones and canceled the equipment delivery for the morning. The electrical primary strike caused the District to have to wait until the "all clear" from TPUD. Troy began the necessary repairs at 4:30 P.M as the crews from TPUD left the site and gave Troy the "all clear". Troy then drove Darci Jones mini excavator from the Viking Estates Subdivision to the water main break on Beach Crest and fixed both the leak in the main and service line. Troy turned the water back on at around 8:30 P.M. and went home at around 9:00 P.M.
  - 1.7.** October 21<sup>st</sup> Troy delivered a bacteriological sample from the repaired water line to Waterlab in Salem.
  - 1.8.** October 22<sup>nd</sup> Troy received confirmation from Waterlab that the District was good to lift the boil water notice on all of the homes that had boil water notices from the leak on Beach Crest.
  - 1.9.** October 25<sup>th</sup> at around 1:00 P.M NW boring hit our water main 100' from where they last hit it on Beach Crest. Jerry was at work and Troy was at home, Jerry repaired the water main by replacing a section of 2" PVC. Jerry went home at 6:30 P.M. that night.
  - 1.10.** October 26<sup>th</sup> NW Boring called at around 10:00AM to inform us that our repair was failing. Jerry went to the site and had to shut the high-pressure system down for about an hour to reposition the repair before turning the water back on.
  - 1.11.** October 27<sup>th</sup> Jerry delivered the sample from our latest leak on Beach Crest to Waterlab in Salem for bacteriological testing.
- 2.** Treatment System
    - 2.1.** The District did a full clean in place on Monday October 24<sup>th</sup> and Tuesday October 25<sup>th</sup>.



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- 2.2. The electrical engineer has produced preliminary plan drawings and began ordering supplies to make the control boxes needed to fix our power issues at the water plant.
- 2.3. The liquid handling parts of our newest dosing pump have been replaced with the appropriately certified NSF parts. It was discovered during our water system survey that the pump had parts that were not certified NSF drinking water compliant. Troy was assured by the supplier that it made no difference. They then supplied the parts to replace the liquid handling end of our new chlorine-dosing pump at no charge.
- 2.4. Troy began work on programming the water plant to produce a Log Reduction Value (LRV). The LRV value was a recommendation of Evan Hofeld, the State of Oregon Drinking Water Services Engineer, which did our water system survey.
- 2.5. The District had very good results this year dealing with our normal “Alder Tea” water conditions in the creek. We have been using Aluminum Chlorohydrate (ACH), a chemical that binds the organics (Alder Tea) that normally make it hard for us to maintain a chlorine residual in our system this time of the year.
- 2.6. The District passed two separate emergency Bacteriological tests required by the two separate water main breaks we have had in our system.
- 2.7. The District will be switching all of our water testing over to Waterlab in Salem, as they have been very helpful during our water main break events by expediting our results and are now doing test pickup runs to Pacific City the first Monday of every month.

### **FINANCIAL REPORT:** (00:40:54)

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

### **BILLS TO BE PAID:** (00:44:18)

1. Troy presented the bills to be paid. **\*\*Motion\*\*:** John Metschan moved to pay the bills as presented. Paul Bender seconded the motion, which passed unanimously. The last check number was 13948.

### **OLD BUSINESS:** (0050:31)

#### **1. BOARD WORK PLAN TASKS:**

##### **1.1. 3rd Quarter 2021/2022 Task.**

##### **1.1.1. Board Performance Review:**

- 1.1.1.1. Steve said that he received the Board’s performance review forms and reviewed the results with Board members. Steve thanked the Board for sending him their forms and said the Board performance overall was very good. Steve said the only improvement he could see would be every member getting SDAO Board training.



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**1.1.1.2.** Brenda asked Joy to send the Board the SDAO Board training requirements and link.

**2. REVIEW OF PERSONNEL POLICIES:** (00:58.42)

- 2.1.** Brenda and the Board discussed the District's pay policy and Brenda suggested aligning the policy with the current practices. Brenda said the cost of living (COLA) pay increases are not listed in current pay policy and the Board might consider adding the cost of living increases and rules surrounding the cost of living pay increases, in the pay policy.
- 2.2.** Steve agreed the Board should add the COLA pay increases into the pay policy but wanted to make sure there was wording included so as not to make the annual COLA pay increase mandatory. Also, that COLA pay increases reflect the District's efforts to keep employee's wages up with inflation.
- 2.3.** Brenda said that she would create wording surrounding the District's COLA pay increase and get that to the Board for their review.
- 2.4.** Troy said that if the COLA is to be negotiated every year, he needs to have the Board do that in a timely manner prior to him creating the budget for the next year, meaning at least by March Board meeting. Steve said he would add that to the Board work plan's third quarter tasks.
- 2.5.** Brenda included additional wording for the Personnel Policy concerning employee wage increases and said would let the other Board members review it and they could all vote to include the new wording at the next Board meeting.  
New wording shown below in red.

**Merit:** Water District's policy to reward employees with increases in pay for dedication to their work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at preset intervals. An employee's supervisor/manager will determine if an increase is warranted at the time of their performance review; factors considered will include newly attained certifications, the taking on of new duties and the drive to be better at ones job. Recommended increases are not effective until approved by the General Manager for employees and by the Water District Board for the General Manager.

**Cost-of-Living:**

By conclusion of the March meeting of each year, the Board may recommend a Projected COLA increase for employees for the upcoming budget cycle.

**3. REVIEW OF THE EMERGENCY RESPONSE PLAN:** (01:27:21)

- 3.1.** Troy said there was nothing new to report. Steve said that if either of the new Board members wanted to volunteer to work with Troy on the review of the Emergency



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Response Plan they are welcome to do so.

**4. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (01:29:42)

**4.1.** Troy said the District is still waiting on the appraisal.

**NEW BUSINESS:** (01:31:48)

**1. CUSTOMER APPEAL:**

**1.1.** Troy presented an appeal request from Larry Burback. ***\*\*Motion\*\****: John Metschan moved to grant Mr. Burback's appeal as requested. Guy Sievert seconded the motion, which Steve Rubert and Paul Bender accepted and Brenda Freshman opposed. The motion passes.

**2. FUTURE MEETING DATES:** (01:38:44)

**2.1.** The next NRWD Regular Board meeting will be on Thursday, November 17, 2022 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, December 22, 2022 at 1:00 pm and Thursday, January 26, 2023 at 1:00 pm.

**ADJOURNMENT:** (01:41:08)

***\*\*Motion\*\****: Guy Sievert moved to adjourn this Board meeting and John Metschan seconded the motion which passed unanimously. There being no further business the meeting was adjourned at 2:42 pm.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District



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Steve Rubert, President

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Brenda Freshman, Secretary