



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

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Web: www.neskowinwater.com

MINUTES:

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

January 26th, 2023

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

Commissioners Absent: Steve Rubert

Staff Present: Troy Trute & Joy Neufeld

Public Present: None

CALL TO ORDER: (00:01:00)

John Metschan called the regular Board meeting to order at 1:00.00 pm. This meeting was held at the District's Water Plant at 5880 S Fairway Rd. and hosted remotely via Zoom Meetings.

REVIEW MINUTES: (00:01:25)

1. The Board reviewed the draft minutes from the December 22nd, 2022, Regular Board Meeting. ****Motion****: John Metschan moved to accept the minutes as presented, and Guy Sievert seconded the motion, which passed unanimously.
2. The Board reviewed the draft minutes from the December 22nd, 2022, Executive Session during the regular Board Meeting. ****Motion****: John Metschan moved to accept the minutes as presented, while Paul Bender seconded the motion, which passed unanimously.

OPERATORS REPORT: (00:03:12)

1. Distribution System

- 1.1. No known issues in the Distribution System since the last Board meeting.
- 1.2. We have received our new pipe locator unit.
- 1.3. We have proposed a plan to State Drinking Water Services to relocate a 2" water main in Viking Estates and are awaiting their response.

2. Treatment System

- 2.1. The water plant is running well, with no known issues.
- 2.2. We have applied to the State Drinking Water Program to change the District's corrosion control chemical from Sodium Carbonate to Sodium Bicarbonate to limit the corrosivity of the District's treated water. We are currently awaiting their response.



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2.3. We are awaiting two replacement VFDs. We expect to receive the two largest VFDs for our Water Plant in March. We will have an electrician hired by then to install the electrical protective equipment as proposed by the District's Electrical Engineer, Terry Nelson.

3. BULK WATER USER COMPLAINT: (00:13:37)

Guy and Troy discussed a bulk water customer's complaint and the bulk water application.

FINANCIAL REPORT: (00:22:40)

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

BILLS TO BE PAID: (00:31:11)

Troy presented the bills to be paid. After reviewing all the bills, the Board approved the bills to be paid. The last check number was 14018.

OLD BUSINESS: (00:35:22)

1. BOARD WORK PLAN TASKS:

REVIEW OF PERSONNEL POLICIES: (00:35:25) **3rd Quarter 2021-2022 Task.**

- 1.1. Guy discussed language changes to the performance review policy. Guy said he would create wording surrounding the COLA Cost of Living Adjustment and bring it to the next Board meeting.
- 1.2. Brenda said she would continue to review the Personnel policies and report to the Board.

2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:45:14)

- 2.1. Troy said the Kowalski land purchase should be finalized within two weeks.
- 2.2. Guy said the DEQ is expanding the limits of their loan funds for land acquisition, and he sent information to Troy for his review.

3. NEW PURCHASING AUTHORIZATION POLICY: (00:52:51)

- 3.1. Troy said he would discuss this topic with Steve Rubert and then bring this to the Board at the next Board meeting.

4. ADDITIONS TO THE WEBSITE. FAQ, CUSTOMER COMPLAINT FORM, AND ENVIRONMENTAL INFORMATION: (01:01:22)

- 4.1. Troy said he has yet to have time to work on this and asked for help from the Board. Brenda said she could create a customer complaint form and bring it to the next Board meeting for review.
- 4.2. Guy suggested the District hire someone to update the District's website. He also



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suggested emailing customers about upcoming Board meetings. Troy suggested putting information about the District's Board meetings on the billings instead.

NEW BUSINESS: (01:07:38)

1. PAID LEAVE OREGON PAYROLL TAX: (01:01:22)

- 1.1. ****MOTION**** Guy Sievert moved to have the District pay this new "Paid Leave Oregon Payroll Tax" for the District employees. Paul seconded the motion with Brenda voting for the motion, Steve Rubert voting for the motion in absentia, and John Metschan abstained; the motion passed.

2. FUTURE MEETING DATES: (01:10:47)

- 2.1. The next NRWD Regular Board meeting will be on Thursday, February 23, 2023, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, March 23, 2023, at 1:00 pm and Thursday, April 27, 2023, at 1:00 pm.

ADJOURNMENT: (01:12:39)

****Motion**:** Guy Sievert moved to adjourn this Board meeting, and Paul Bender seconded the motion, which passed unanimously. There being no further business, the meeting was adjourned at 2:14 pm.

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

Steve Rubert, President

Brenda Freshman, Secretary