



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

November 17th, 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: (00:00:17)

President Steve Rubert called the regular Board meeting to order at 1:00.00 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: (00:01:14)

1. The Board reviewed the draft minutes from the October 27th, 2022 Regular Board Meeting. ****Motion****: John Metschan moved to accept the minutes as amended. Steve Rubert seconded the motion, which passed unanimously.
2. Steve reminded the Board that if they see something in the minutes that needs to be amended such as grammar, etc., let Joy know. Steve reminded the Board not to add in other information outside of what was discussed in the meeting.

OPERATORS REPORT: (00:04:02)

1. Distribution System

- 1.1. Jerry found a large leak at a house in the Sahhali Shores subdivision on November 9th.
- 1.2. The TPUD has requested the District clean up in front of a customer's house where NW Boring hit our water main on Beach Crest.
- 1.3. The District has received the mini excavator tracks ordered in late-October.
- 1.4. The District received the replacement axle for our trailer ordered in mid-October.
- 1.5. No water main leaks since the District's last Board Meeting.
- 1.6. No interruptions in service for any customers of the District since the last Board Meeting.



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2. Treatment System

- 2.1. The District has sent reminders to customers that have not submitted their annual backflow test reports.
- 2.2. We made a significant parts purchase order for hydrants, water main fittings, service line parts, hydrant caps and hydrant repair parts.
- 2.3. The water plant is running well, no known issues.
- 2.4. Guy asked Troy for a copy of the Water System Survey for the Oregon Health Authority.

FINANCIAL REPORT: (00:10:35)

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

BILLS TO BE PAID: (00:26:23)

1. Troy presented the bills to be paid. ****Motion****: Steve Rubert moved to pay the bills as presented. John Metschan seconded the motion, which passed unanimously. The last check number was 13968.

OLD BUSINESS: (0026:54)

1. BOARD WORK PLAN TASKS:

REVIEW OF PERSONNEL POLICIES: (00:27:13) **3rd Quarter 2021-2022 Task.**

- 1.1. Steve said that he added, "Determine COLA" to the Board work plan, to be completed by March.
- 1.2. Guy suggested letting the General Manager set forth employee salaries based on all factors including COLA, merit raises, and certifications, and create an overall package to present to the Board for their consideration for inclusion in the annual budget. Troy and the Board agreed.
- 1.3. Guy said he would create new phrasing surrounding this policy and send it to Troy for review. Then bring it to the Board at the next meeting for a vote.

2. REVIEW OF THE EMERGENCY RESPONSE PLAN: 2nd Quarter 2021-2022 Task

(01:27:21)

- 2.1. This topic was not discussed.

3. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (01:13:27)

- 3.1. Troy said Mike Kowalski wanted to know when the appraisal was expected and when the purchase of his property was going to be completed. He was hoping the sale would take place prior to the end of the year.



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3.2. Troy reached out to both the appraiser and the forester who is doing the timber cruise asking them why there is a delay. Forester told Troy he hasn't completed the timber cruise to send to the appraiser because he has been too busy.

3.3. Brenda said that she will call John at the North Coast Land Conservancy to set up a meeting for her and Alex Sifford to discuss this delay. The Board agreed. Brenda said she would report back to the Board about the results of the meeting.

4. BOARD EMAIL COMMUNICATION AND PURCHASING APPROVAL. (01:22:00)

4.1. Steve reminded the Board to not reply to "all" Board members when receiving group emails from Troy, but to reply to Troy only.

4.2. The Board discussed purchasing approval and decided to create a policy allowing the Board chair to approve purchasing requests in-between Board meetings. Troy will bring this new policy to the next Board meeting for Board approval.

5. BOARD MEETING ANOUNCEMENTS:

5.1. The Board discussed options for informing customers of upcoming NRWD Board meetings. Steve suggested Joy write a note on the water bills stating customers can go to the District's website page to find the monthly Board meeting dates.

NEW BUSINESS: (01:09:25)

1. **FUTURE MEETING DATES:** (01:09:27) Temporarily skipped over last two topics as Troy was receiving a delivery.

1.1. The next NRWD Regular Board meeting will be on Thursday, December 22, 2022 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, January 26, 2023 at 1:00 pm and Thursday, February 23, 2023 at 1:00 pm.

ADJOURNMENT: (01:35:24)

****Motion**:** John Metschan moved to adjourn this Board meeting and Brenda Freshman seconded the motion which passed unanimously. There being no further business the meeting was adjourned at 2:35 pm.

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

Steve Rubert, President

Brenda Freshman, Secretary