



**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**

**December 22nd, 2022**

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

Commissioners Absent: None

Staff Present: Troy Trute

Public Present: None

**CALL TO ORDER:** (00:01:10)

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. Troy and the Board held a moment of silence in remembrance of Danny Tompkins.

**REVIEW MINUTES:** (00:02:50)

1. The Board reviewed the draft minutes from the November 17th, 2022 Regular Board Meeting. **\*\*Motion\*\***: John Metschan moved to accept the minutes as amended. Brenda Freshman seconded the motion, which passed unanimously

**OPERATORS REPORT:** (00:04:03)

**1. Distribution System:** (00:04:36)

- 1.1. Pump #2 at the Sahhali Shores pump station failed. We replaced it with a spare that we had and continued normal operations. We will need to replace the spare 7.5hp motor.
- 1.2. All District's heavy and light equipment is up and running; excavator, trailer, compactor, gas powered equipment, etc.
- 1.3. Saturday the 17<sup>th</sup> a water main break occurred at the intersection of Beach Crest Drive and Hill Crest Drive starting at around noon. Water was turned off to the 4" Crest High Pressure System leaving 31 homes without water.
- 1.4. Sunday the 18<sup>th</sup>, after receiving the final power locate, we proceeded to repair our water main. The leak was a dual water service line that had blown out of a saddle attached to the 4" Crest High Pressure System.
- 1.5. Sunday the 18<sup>th</sup> we restored service to 29 of the 31 homes on the 4" Crest High Pressure System. The two homes that were connected to the service line that blew apart remained disconnected.



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1.6. Tuesday the 20<sup>th</sup> we restored service to the last two homes on the Crest.

**2. Customer Complaints:** (00:09:17)

- 2.1. Steve said he received a complaint call from one of the customers who was affected by the water outage on the Crest.
- 2.2. Brenda suggested and the Board discussed, creating a FAQ page and putting it on the Districts on the website. Brenda suggested putting this topic on the agenda.
- 2.3. Guy suggested creating a complaint form and putting it on the District's website. Guy also suggested the District create a formal process for Troy and the Board to respond to customer's complaints.

**3. OAWU New Locating Equipment:** (00:23:44)

- 3.1. Troy said he had a visit from a representative from Oregon Association of Water Utilities (OAWU) who came to demonstrate a new technology that can help the District locate un-locatable pipes in the ground.
- 3.2. Troy said he will seek approval for the purchase of this equipment, once he gets all the information about the costs involved.

**4. Treatment System:** (00:31:17)

- 4.1. The water plant is running well, no known issues.
- 4.2. We are awaiting completed power protection panels for the water plant from the District's contracted electrical engineer. He is having problems with availability of parts for the panels.

**5. Environmental Impact:** (00:31:58)

- 5.1. Guy and Troy discussed the District's environmental impact. Troy said the District always tries to use ecology minded fuels and lubricants in their vehicles and equipment. Steve suggested putting that information on the website. Brenda suggested putting that information in the FAQs.

**FINANCIAL REPORT:** (00:39:51)

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

**BILLS TO BE PAID:** (00:42:17)

Troy presented the bills to be paid. **\*\*Motion\*\***: John Metschan moved to pay the bills as presented. Brenda Freshman seconded the motion, which passed unanimously.



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The last check number was 13991.

**NEW PAID LEAVE TAX:** (00:53:31)

1. Guy suggested the District pay the employee's portion of the new Paid Leave Oregon Tax. Steve asked if Troy could inform the Board of the costs.
  - 1.1. Troy said he would get the cost information to the Board prior to the first payroll in January 2023.
  - 1.2. The Board could then respond to Troy as to whether they approve or not. Guy said he would email Troy a summary of all the benefits of this new tax and Troy could send it out to the Board.

**OLD BUSINESS:** (01:00:33)

**1. BOARD WORK PLAN TASKS:**

**REVIEW OF PERSONNEL POLICIES:** (01:00:15) **3rd Quarter 2021-2022 Task.**

- 1.1. This topic was deferred to the January Board meeting. Guy said he will put together an employee compensation proposal.

**2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (01:02:22)

- 2.1. Troy said that the most current purchasing agreement has been sent to the Kowalski's for their review.
- 2.2. Troy said the appraiser contacted him with the completed appraisal.
- 2.3. Troy said that he would need the Board's approval to finalize the purchasing agreement and transfer the money needed to purchase the property from the District's LGIP Watershed Acquisition Fund into escrow to complete the purchase.
- 2.4. **\*\*Motion\*\*:** Steve called for an executive session to discuss a real estate purchase, which passed unanimously. (01:09:16)
- 2.5. Steve Rubert called the regular Board meeting back to order. **\*\*Motion\*\*:** Brenda moved to proceed with the real estate acquisition using the water acquisition funds. John Metschan seconded the motion, which passed unanimously. Steve told Troy he is authorized to proceed. Troy N. Trute, General Manager of the Neskowin Regional Water District is the authorized signatory for this transaction.

**3. NEW PURCHASING AUTHORIZATION POLICY:** (00:02:05)

- 3.1. Troy said he would bring this new policy to the January meeting.

**NEW BUSINESS:** (00:03:14)

**1. FUTURE MEETING DATES:** (00:03:16)

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



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2023 at 1:00 pm and Thursday, March 23, 2023 at 1:00 pm.

**ADJOURNMENT:** (00:05:16)

**\*\*Motion\*\*:** Brenda Freshman moved to adjourn this Board meeting and Guy Sievert seconded the motion which passed unanimously. There being no further business the meeting was adjourned at 2:24 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

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