



**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**

**February 27th, 2023**

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

Commissioners Absent: None

Staff Present: Troy Trute & Joy Neufeld

Public Present: None

**CALL TO ORDER:** (00:03:30)

Steve Rubert called the regular Board meeting to order at 1:19.00 pm. This meeting was held at the District's Water Plant at 5880 S Fairway Rd. and hosted remotely via Zoom Meetings.

**REVIEW MINUTES:** (00:03:37)

1. The Board reviewed the draft minutes from the January 26, 2023, Regular Board Meeting. **\*\*Motion\*\***: Steve Rubert moved to accept the minutes as presented, and Guy Sievert seconded the motion, which passed unanimously.

**OPERATORS REPORT:** (00:04:50)

**1. Distribution System** (00:04:49)

- 1.1. We had a leak at the end of Rollo Drive in the Viking Estates subdivision on a broken old abandoned gate valve and had two houses on Rollo off for two days.
- 1.2. We had a leak on the service line to a customer's house on Valhalla Drive in Viking Estates. The customer's service was off overnight and fixed the next day.
- 1.3. We have replaced all of the hydrant caps in the Sahhali subdivision with new STORZ fittings for easy access in an emergency. Currently, the cost for STORZ fittings is \$210 apiece. We have roughly sixty-two more hydrants to install STORZ fittings on, which means we will, in total, need approximately \$13,020 worth of STORZ fittings to ensure every fire hydrant in the District has a STORZ cap.
- 1.4. We have ordered a new Jockey Pump for the Hawk Hills Pump Station. Our current pump is beginning to fail, and we can only buy replacement parts if we spend more than a new pump costs.
- 1.5. All of the District's facilities are operational after last week's snowstorm.



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## 2. Treatment System (00:11:46)

- 2.1. The water filter has a leaky valve.
- 2.2. We have been notified by the State of Oregon Drinking Water Program that the District will be required to submit a plan for review to change our corrosion control chemical from Sodium Carbonate to Sodium Bicarbonate. This happened after they notified us that we would not be required to do a plan review for changing the corrosion control chemical used.
- 2.3. We received the two VFDs we needed to fully repair our water plant electronics damaged last year in early March. We will install them this week and then line up an electrical contractor to finish the power protection project we have been working on.
- 2.4. We still need to complete a requested task from our last System Survey from the State. We need to put a Log Reduction Value (LRV) on our main SCADA screen and log the LRV value.
  - 2.4.1. Troy said he would need approval from the Board to purchase a software upgrade costing \$8,375.00 and a one-year service contract costing \$6,165.00 from Industrial Software and which would for a total cost of \$14,540.00.
  - 2.4.2. Brenda suggested adding these costs to future budgets.
  - 2.4.3. Guy suggested the Board consider the benefits and costs of purchasing annual service contracts for this software going forward. Troy said that because the District is small and he wants to avoid paying these additional annual service contract fees, he upgrades the software only when he is forced to do so.
  - 2.4.4. Troy said he could submit a cost-benefit analysis. Brenda requested that this topic be put on the agenda and that Troy or Joy call Industrial Software and have a representative come to discuss this at the next Board meeting. Troy told the Board that a sales associate would come to the District to sell as much software as possible.
  - 2.4.5. **\*\*Motion,\*\* Steve Rubert** moved that the Board approve the purchase of the SCADA software update and annual service contract at a total cost of \$14,540.00 as presented, and Guy Sievert seconded the motion, which passed unanimously.
- 2.5. The Water Plant is running well.

## FINANCIAL REPORT: (00:39:02)

Troy went over the financial reports for the end of January 2023. Steve asked Troy if the District could hire an additional employee for the 2023-2024 budget cycle. Troy said he would check on that and get back to the Board.

## BILLS TO BE PAID: (00:43:56)



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Troy presented the bills to be paid. **\*\*Motion\*\***: John Metschan moved to approve the bills as paid, and Guy Sievert seconded the motion, which passed unanimously. The last check number was 14033.

**OLD BUSINESS:** (00:47:44)

**1. BOARD WORK PLAN TASKS:**

**REVIEW OF PERSONNEL POLICIES:** (01:02:12) **3rd Quarter 2021-2022 Task.**

- 1.1. Guy asked to remove the word “projected” in the wording concerning the COLA because he doesn’t want the Board to be tied to any automatic index increase.
- 1.2. Guy suggested writing, “In considering any pay increase, the Board must first ensure that any salary increase fit within the approved budget,” in the personnel policy.
- 1.3. Troy said that historically the General Manager sets the COLA to align with the Consumer Cost Index.
- 1.4. Brenda said she likes Guy’s statement and removing the word “projected” from wording concerning the COLA, be added to the personnel policy. Brenda noted that Troy could recommend a COLA, and the Board could choose to approve it or change it.
- 1.5. Troy said the Board is taking the decision of what the cost of living will be for the employees away from the General Manager and making it a Board decision. Troy said the COLA has never been negotiable before and now it will be, and he does not recommend that.
- 1.6. Steve and Guy said Troy could recommend a COLA at the March meeting and Troy, the Board, and the employees can discuss it.
- 1.7. **\*\*Motion\*\***: Brenda made a motion to accept Guy’s statement and to remove the word “projected” when considering pay, which will all be under the pay increase, and John Metschan seconded the motion, which passed unanimously.

**2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (01:28:46)

- 2.1. Troy said there was a little snafu in completing the purchase, and he expects a call from Mike Kowalski today.
- 2.2. He needs Mike’s signature on the updated contracts he is sending. Unfortunately, the recent bad weather slowed down the process.

**3. NEW PURCHASING AUTHORIZATION POLICY:** (01:31:32)

- 3.1. Troy said that \$5,000.00 in 2005 is equal to \$7,659.00 today. Troy said he would ask the Board to round it to \$8,000.00.
- 3.2. Troy said he would recommend the written purchasing authorization policy at the next Board meeting. Troy said he would also run the policy by the District’s lawyer.



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**4. ADDITIONS TO THE WEBSITE. FAQ, CUSTOMER COMPLAINT FORM, AND ENVIRONMENTAL INFORMATION:** (00:47:59) Discussed this before Reviewing the Personnel Policy.

- 4.1. Brenda said she created a Customer Service Report form and reviewed it with the Board.
- 4.2. Brenda suggested the form go directly to her; she would review the reports and bring them to the Board. Brenda said she would send the form to Troy to put on the NRWD website.
- 4.3. Troy said he would create an NRWD email address for Brenda and link the Customer Service Report form to that email address from the District's website.
- 4.4. Troy said he is working on assembling a list of FAQs on the website. (01:40:26) This topic was discussed later in the meeting.

**NEW BUSINESS:** (01:44:23)

**1. RESOLUTION 2023-01 RESOLUTION TO APPROVE AN UPDATED SDC CHARGE:**

- 1.1. Steve Rubert Read aloud Resolution 2023-01 Resolution to Approve An Updated SDC charge.
- 1.2. **\*\*MOTION\*\*** Steve Rubert moved to approve Resolution 2023-01 Resolution to Approve An Updated SDC charge as presented, and Guy Sievert seconded the motion, which passed unanimously.

**2. FUTURE MEETING DATES:** (01:48:52)

- 2.1. The next NRWD Regular Board meeting will be on Thursday, March 23, 2023, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, April 27, 2023, at 1:00 pm and Thursday, May 25, 2023, at 1:00 pm.

**ADJOURNMENT:** (01:49:48)

**\*\*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 3:09 pm.

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



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Steve Rubert, President

Brenda Freshman, Secretary