



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**

March 23rd, 2023

Commissioners Present: Steve Rubert, Brenda Freshman, and Paul Bender.

Commissioners Absent: John Metschan and Guy Sievert.

Staff Present: Troy Trute & Joy Neufeld.

Public Present: Derek Thach.

CALL TO ORDER: (00:00:56)

Steve Rubert called the regular Board meeting to order at 1:03.00 pm. This meeting was held at the District's Water Plant at 5880 S Fairway Rd. and hosted remotely via Zoom Meetings.

1. DISCUSSION WITH DEREK THACH, AN INDUSTRIAL SOFTWARE

SALES ASSOCIATE: (00:03:14) Steve Rubert welcomed Derek Thach, a sales associate from Industrial Software Sales, and the Board and staff introduced themselves.

2. Derek said he has been working with Troy to upgrade the plant's software and discuss the benefits and cost of a continued support plan.
3. Derek said continued version upgrades and hot patches, including cyber security hot patches, are covered under his company's annual support plan. If the District does not have a support plan and the software fails, each incident/call will cost \$2,000.00.
4. The District support plan currently costs \$1,500.00 a year.
5. Derek said he could send the District some of the highlighted points he discussed today concerning the support agreement. Steve asked Derek to send the information to the District.
6. Derek thanked the Board, and the Board thanked Derek, and Derek left the Zoom meeting.
7. Troy said he would highly recommend the Board leave the software purchasing decisions to him as these decisions fall under the operation of the water plant.
8. Steve said the Board is getting their questions answered and would take Troy's decisions about purchasing the software update under advisement.
9. Brenda said the Board has a fiduciary responsibility to oversee District purchases and understand what these purchases are all about.

REVIEW MINUTES: (00:23:23)

1. The Board reviewed the draft minutes from the February 27, 2023, Regular Board Meeting. ****Motion**:** Brenda Freshman moved to accept the minutes as presented, and Paul Bender seconded the motion, which passed unanimously.



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OPERATORS REPORT: (00:29:27)

Distribution System

1. We had a 2" service line that feeds the RV Park break from unknown causes on Friday, the 17th. We fixed the broken fitting and restored water to the RV Park the next day, Saturday the 18th.
2. We have received and are installing the new jockey pump for the Hawk Hills pump station, and the new pump should be online tomorrow, the 24th.

Treatment System

1. We have ordered the correct parts to fix the leaking valve on our water filter. The leak is tiny and has not affected the filter's performance.
2. We have begun a study on the effects of changing our corrosion control chemical from Soda Ash to Baking Soda. This will give the District a more homogenous alkalinity in the distribution system.
3. We have begun to take Total Organic Compounds (TOC) tests to facilitate a reduction in our Disinfection Byproduct testing. This round of TOC testing will last for twelve months, after which we will receive a reduction in the amount of DBP tests we are required to submit to the State of Oregon Drinking Water Program, which will save the District \$915 per year in testing alone.
4. We have begun using the software purchased by the water district to update and modernize our SCADA system. We also use it to comply with the State of Oregon's request to include an LRV calculation on our system information screen.
5. We are continuing to install VFDs and contracting to install the power surge protection equipment designed by our electrical engineer.
6. As usual, our testing has had no detectable amounts of coliforms this month. We have received the results from our Synthetic Organic Chemicals (SOC) test, taken on 3/8/2023. The SOC test indicates we have non-detectable amounts of the chemical constituents of the SOC test.
7. The water filter is running well and is producing excellent potable water.

FINANCIAL REPORT: (00:41:23)

Troy went over the financial reports for the end of February 2023. Steve asked

BILLS TO BE PAID: (00:50:26)

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



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OLD BUSINESS: (00:51:01)

1. DISCUSSION WITH INDUSTRIAL SOFTWARE ASSOCIATE: See above

2. BOARD WORK PLAN TASKS:

REVIEW OF PERSONNEL POLICIES: (00:51:08) **3rd Quarter 2021-2022 Task.**

2.1. This topic was not discussed.

3. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:59:02)

3.1. Troy said he is waiting for the final appraisal.

4. NEW PURCHASING AUTHORIZATION POLICY: (01:01:41)

4.1. Troy said that he is still in discussion with the District's lawyer.

5. ADDITIONS TO THE WEBSITE; FAQ, CUSTOMER SERVICE REPORT FORM, AND ENVIRONMENTAL INFORMATION: (00:51:12) Customer Complaint form was discussed before the topic of Watershed Land Purchase.

5.1. Brenda said she wanted to continue to discuss the "Customer Service Report Form."

5.2. Brenda said that she received feedback from the Board members about the form but wanted input from the District employees before it was posted to the website.

5.3. Troy and Joy said they both thought the form was acceptable.

5.4. The Customer Service Report Form will be added to the District's website, and reports will be emailed to Brenda, who will report pertinent customer responses to the Board monthly.

5.5. Troy said he is still working on the FAQs and Environmental policy information to put on the District's website. (01:03:21) Discussed after the topic New Purchasing Authority Policy.

6. APPOINT BUDGET OFFICER: (01:06:26)

6.1. Steve said the budget officer has always been the District's General Manager, Troy Trute. ****Motion**:** Steve Rubert moved to appoint Troy Trute, General Manager of the Neskowin Regional Water District as the budget officer for the 2023-2024 budget, and Paul Bender seconded the motion, which passed unanimously.

7. RECUIT BUDGET COMMITTEE: (01:07:12)

7.1. Steve said that if the Board has suggestions for any community members interested in becoming Budget Committee members, let Troy know.



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8. THE BOARD PRESIDENT RECOMMENDS ALL BOARD MEMBERS ATTEND (ONLINE OR IN PERSON) SDAO BOARD TRAINING: (01:12:50)

8.1. Steve recommends that all Board members attend SDAO Board training, which covers explicitly all State required Board responsibilities and duties.

NEW BUSINESS: (01:14:29)

1. AUDITOR CONTACT APPROVAL:

1.1. Troy and the Board reviewed the auditor's contract for the years ending June 30th, 2023, 2024, and 2025.

1.2. **Motion, Steve Rubert** moved to authorize Troy Trute, the District's General manager, to sign the auditor's contract as presented, and Paul Bender seconded the motion, which passed unanimously.

2. FUTURE MEETING DATES: (01:20:14)

2.1. The next NRWD Regular Board meeting will be on Thursday, April 27, 2023, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, May 25, 2023, at 1:00 pm and Thursday, June 29, 2023, at 1:00 pm.

ADJOURNMENT: (01:21:20)

****Motion**:** Brenda Freshman 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 2:24 pm.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District

Steve Rubert, President

Brenda Freshman, Secretary