



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

MINUTES:

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

April 27, 2023

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

Commissioners Absent: Guy Sievert.

Staff Present: Troy Trute & Joy Neufeld.

Public Present: None.

CALL TO ORDER: (00:00:40)

Steve Rubert called the regular Board meeting to order at 1:01.00 pm. This meeting was held at the District's Water Plant at 5880 S Fairway Rd. and hosted remotely via Zoom Meetings.

REVIEW MINUTES: (00:00:41)

1. The Board reviewed the draft minutes from March 23, 2023, Regular Board Meeting.
****Motion**:** Brenda Freshman moved to accept the minutes as presented, and Paul Bender seconded the motion, which passed unanimously.

OPERATORS REPORT: (00:2:16)

1. DISTRIBUTION SYSTEM: (00:2:25)

- 1.1. The Jockey Pump was installed at the Hawk Hills Pump Station.
- 1.2. The Sahhali Reservoir has been cleaned inside and out.
- 1.3. We are having issues with our Main reservoir earthquake valve's solar power charging equipment. We have done several fixes to the solar charging equipment that will hopefully allow the batteries to charge correctly.
- 1.4. We have fixed several drainage issues at our pump stations, reservoirs, and Summit Rd leading to our water plant.

2. TREATMENT SYSTEM: (00:7:28)

- 2.1. We continue studying the effects of changing our corrosion control chemical from Soda Ash to Baking Soda. We have contacted the State Circuit Rider Program to help facilitate a written plan for the switch to the new corrosion control chemical that can be submitted to the State Drinking Water Program for their approval. The District will need to pay the State \$825 for plan review fees when the plan is submitted.



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- 2.2. We continue 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 saving the District \$915 per year in testing alone.
- 2.3. We have begun using the software purchased by the water district to update and modernize our SCADA system. In addition, we have had issues with the software upgrade leading to a complete rewrite of our water plant application.
- 2.4. We are continuing to install VFDs and are contracting to install the power surge protection equipment designed by our electrical engineer.
- 2.5. As usual, our testing has had no detectable amounts of coliforms this month.
- 2.6. The water filter is running well and is producing excellent potable water.

FINANCIAL REPORT: (00:9:29)

Troy went over the financial reports for the end of March 2023.

BILLS TO BE PAID: (00:18:53)

Troy presented the bills to be paid. ****Motion**:** John Metschan moved to approve the bills as paid, and Paul Bender seconded the motion, which passed unanimously; the last check number was 14084.

OLD BUSINESS: (00:19:27)

1. BOARD WORK PLAN TASKS:

REVIEW OF PERSONNEL POLICIES: (00:19:33) **3rd Quarter 2021-2022 Task.**

- 1.1. Brenda said that she had nothing new on this topic
- 1.2. Brenda said she checked the website, and the link to the customer satisfaction survey is on the website and asked for that link to be removed but to keep the donation link on the website.

2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:22:01)

- 2.1. Steve requested the Board go into an executive session to discuss the purchase of the Riley property.
- 2.2. The Board left this meeting and went into executive session at 1:22 pm. Joy stopped the recording and started a new recording.
- 2.3. At 1:50 pm, Joy stopped the executive session recording and started a new recording for the remainder of the regular Board meeting.

3. NEW PURCHASING AUTHORIZATION POLICY: (00:00:50)



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3.1. Troy said he is still working with the District's attorney on this purchasing authorization policy.

4. ADDITIONS TO THE WEBSITE; FAQ, CUSTOMER SERVICE REPORT FORM, AND ENVIRONMENTAL INFORMATION: (00:02:36)

4.1. Troy said he could not work on this because he had to reprogram the water plant's SCADA system, and Troy said he would work on this in May.

4.2. Troy asked if Brenda was ready to have him post the "Customer Service Report Form" on the website, and Brenda said she was.

5. RECUIT BUDGET COMMITTEE: (00:04:40)

5.1. Troy said Chris Silkowski, Alex Sifford, Al Gits, Tom Prehoditch, and Roger Wicklund agreed to become the Budget Committee members.

5.2. John asked Troy if the Budget committee members had to be residents of Neskowin. Paul said Roger Wicklund, although he has two homes in Neskowin, is not a resident of Neskowin, and Troy said he would check into that.

5.3. ****Motion****: Brenda Freshman moved to accept the list of budget committee members as presented, with the caveat that everyone on the list can serve per District rules, and Steve Rubert seconded the motion, which passed unanimously.

6. INDUSTRIAL SOFTWARE ANNUAL SUPPORT PLAN: (00:08:15)

6.1. Nothing to report. Steve asked Troy to remind the representative to send Troy the information he told the Board he would send them. Troy said he would.

NEW BUSINESS: (00:13:10)

1. CUSTOMER RESPONSE FORM REPORT: (00:13:11)

1.1. Troy said he hadn't yet added the Customer Response Form report on the District's website.

2. 2023-2024 BUDGET DEVELOPMENT: (00:13:45)

2.1. Troy said he submitted the proposed budget to the Board yesterday.

2.2. Troy asked the Board to review the budget and call or email him with any questions.

2.3. Troy said the difficulty for this budget is adding another employee and being able to afford adding that new employee.

2.4. Troy explained that the new employee would not be fully funded this year as they would be on probation for the first six months and would not have PERS or health insurance benefits. Thereafter, the new employee must be fully funded, and the District must raise rates.

2.5. Brenda suggested lining up housing for the new employee.



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3. GENERAL MANAGER PERFORMANCE REVIEW: (00:28:16)

3.1. Steve said that on April 17, 2023, he and John met and filled out a performance form for Troy.

3.2. Steve said that he and John believe that Troy does an excellent job in all aspects of his General Manager job.

3.3. Steve said that he and John discussed the possibility of a merit raise but decided, and Troy agreed, that this year the District needs to spend money on hiring a new employee, so Troy would forgo getting a raise this year.

4. BOARD MEMBER SELF EVALUATION: (00:33:23)

4.1. Steve said he would send the Board Evaluation form to Joy, and she will email it to the Board. Steve asked the Board members to fill the form out and send it back to him.

5. CUSTOMER APPEAL: (00:34:44)

5.1. Steve presented Mrs. Fry's account # 608 appeal request.

5.2. Brenda asked how long it was from the time the pipe broke until the leak was found and who found the leak. Joy said the leak went on for two days, and an employee from the water district discovered it from reading the meter.

5.3. **Motion:** John Metschan moved to approve the Board grant Mrs. Fry's appeal as presented, and Paul Bender seconded the motion, which passed unanimously.

6. FUTURE MEETING DATES: (00:43:43)

6.1. The next NRWD Regular Board meeting will be on Thursday, May 25, 2023, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, June 29, 2023, at 1:00 pm and Thursday, July 27, 2023, at 1:00 pm. Tentatively the Budget Committee Meeting would be in mid-May 2023.

ADJOURNMENT: (00:42:58)

****Motion**:** John Metschan 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 2:34 pm.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District

Steve Rubert, President

Brenda Freshman, Secretary