



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [nrwd@neskowinwater.com](mailto:nrwd@neskowinwater.com)

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### MINUTES:

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

May 25th, 2023

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

Commissioners Absent: Brenda Freshman.

Staff Present: Troy Trute

Public Present: Ken King, Earl Ingle, Vicki Amussen, and Gary Billingsly.

### CALL TO ORDER: (00:14:47)

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. The Board and the public present introduced themselves.

### REVIEW MINUTES: (00:16:39)

1. The Board reviewed the draft minutes from the April 27, 2023, Regular Board Meeting, the April 27, 2023, Executive Session minutes, and the 05/15/2023 Budget Committee Meeting minutes.
2. **\*\*Motion\*\***: John Metschan moved to accept the April 27, 2023, the Regular Board Meeting minutes, April 27, 2023, Executive Session minutes, and the 05/15/2023 Budget Committee Meeting minutes as presented, and Paul Bender seconded the motion, Steven Rubert approved, and Guy Sievert abstained from the April 27, 2023, Regular Board Meeting and the April 27, 2023, Executive Session minutes as he was absent. The motion passes.

### NEW BUSINESS:

#### 1. Emergency Storage Sheds: (0:21:38)

- 1.1. Gary Billingsly, who is on the South Tillamook County Emergency Volunteer Corps Board, discussed the District allowing community emergency storage sheds to be built and kept on the District's properties.

#### 2. Customer Meter Issue: (0:33:39)

- 2.1. Earl Ingle, Vikki Amussen, and Ken King, who represented Mike Morse and Howard Litcher, all discussed the same issues they were having with the meter leak reporting process. They had all received a District leak report, which reported a leak on their services, and then when they did a future investigation, the leak had abruptly ended.
- 2.2. Earl asked the Board if they would consider some compensation for this water usage.
- 2.3. Vicki told the Board she was not at the house during the leak and wanted to appeal her water bill.



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- 2.4. Ken King told the Board that Mike Morse hired plumbers and a leak detection service, and they had found no leak.
- 2.5. Troy said he had removed Vicki and Earl's meters and replaced them with test meters that check water usage by the hour. He is sending their removed meters to the Mars Meter Testing company to be tested. Troy said he also would get Mr. Morse and Mr. Lichter's meters tested.
- 2.6. The Board decided to wait until Troy receives the meter testing results and revisit this issue at the next Board meeting.

### **OPERATORS REPORT:** (1:32:34)

#### **1. Distribution System**

- 1.1. The Jockey Pump installed at the Hawk Hills Pump Station is running well and has been adjusted to work optimally.
- 1.2. We continue doing maintenance at the different water district properties.
- 1.3. We have replaced several customer meter boxes and lids throughout the District.
- 1.4. We have raised a fire hydrant on South Beach Rd.
- 1.5. (01:40:29) Troy discussed a bid and asked for the Board's approval for paving work that needs to be done on Nescove, which would cost \$5,380.46.
- 1.6. Troy also asked for the Board's approval of an estimated cost of \$7169.01 to repair a road and driveway on the north side of the Crest at the intersection of Beach Crest and Hillcrest. Tillamook County will refund the District for what some of this project will cost.
- 1.7. Troy said he received a bid for a small paving job at the Neskowin Wayside but didn't need Board approval as the amount is under \$5000.00.
- 1.8. **\*\*Motion\*\*:** John Metschan moved to approve the District pay for the two larger paving projects as presented, and Guy Sievert seconded the motion, which passed unanimously.
- 1.9. We had one scheduled water outage this month on Odin Way in the Viking Estates subdivision. The outage was 10:00 A.M to 2:00 P.M on Wednesday, May 24<sup>th</sup>. This was done to facilitate a new water main in that area.

#### **2. Treatment System**

- 2.1. As usual, our testing has had no detectable amounts of coliforms this month.
- 2.2. The water filter is running well and is producing excellent potable water.



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**FINANCIAL REPORT:** (1:33:55)

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

**BILLS TO BE PAID:** (01:38:07)

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 14095.

1. (01:40:29) Troy and the Board returned to the Operator's Distribution System Report to discuss road paving cost approval.

**OLD BUSINESS:** (01:46:39) (01:38:07)

**BOARD WORK PLAN TASKS:**

1. **THE 2023-2024 BUDGET:** (Discussed first) (01:48:45)
  - 1.1. Troy and the Board discussed the budget process. Troy told the Board he thought they did a good job this year reviewing the budget.
2. **REVIEW OF PERSONNEL POLICIES: 3rd Quarter 2021-2022 Task.** (01:51:34)
  - 2.1. Nothing to report
3. **WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (01:51:50)
  - 3.1. Troy said he sent the District's bid to the Riley family. Troy said he hadn't gotten a response but would call Susan after the holiday weekend.
  - 3.2. Troy said the District is in discussions with Mason Bruce Gerard to contract a forest management plan; the District received a grant for this.
  - 3.3. Troy discussed a grant he is applying for from NOAA that could help purchase the entire watershed land.
4. **NEW PURCHASING AUTHORIZATION POLICY:** (01:59:52)
  - 4.1. Troy said the District's attorney had not contacted him about this topic.
5. **ADDITIONS TO THE WEBSITE; FAQ, CUSTOMER SERVICE REPORT FORM, AND ENVIRONMENTAL INFORMATION:** (02:00:29)
  - 5.3. Troy said he put the customer response form on the District's website.
  - 5.4. Troy said he is working on FAQs for the website.
  - 5.5. Troy said he is unsure how to categorize or what to list concerning the environmental information on the website and asked Guy Sievert for his thoughts.
6. **2023-2024 BUDGET DEVELOPMENT:** (02:02:20)
  - 6.3. Troy said the budget looks good. Troy said he would put a publication of the next meeting's public hearing of the budget in the Headlight Herald. The Board will adopt the 2023-2024 budget at this meeting.



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**7. BOARD SELF EVALUATION: (02:03:21)**

**7.3.** Nothing to report.

**NEW BUSINESS: (00:13:10)**

**1. CUSTOMER METER READ ISSUE: (00:33:39)** Discussed at the beginning of the meeting.

**2. CUSTOMER APPEAL: (02:04:51)**

**2.1.** Troy discussed Lowel Brown's \$40.00 check return check fee appeal. The Board asked if Joy could check in with US Bank to see if they could waive the District's fee so the District could waive Mr. Brown's bounced check fee.

**2.2.** This issue is on hold until further investigation.

**3. BOARD CONTRIBUTIONS TO THE ANNUAL CONSUMER CONFIDENCE REPORT: (02:14:53)**

**3.1.** Troy said he always adds something written by a Board member of around a paragraph or two. Guy Sievert said he would help Troy with this.

**4. FUTURE MEETING DATES: (02:17:43)**

**4.1.** The NRWD Public Hearing for the 2023-2024 budget meeting will be on Thursday, June 29, 2023, at 1:00 pm, and the NRWD Regular Board meeting will follow the public hearing. Subsequent NRWD Board meetings are tentatively set for Thursday, July 27, 2023, at 1:00 pm.

**ADJOURNMENT: (02:19:48)**

**\*\*Motion\*\*:** Guy Sievert moved to adjourn this Board meeting, and John Metschan seconded the motion, which passed unanimously. There being no further business, the meeting was adjourned at 2:22 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