



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**

July 13, 2023

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

Commissioners Absent: None.

Staff Present: Troy Trute and Joy Neufeld.

Public Present: Ken King and Earl Ingle.

CALL TO ORDER: (00:00:00)

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 June 27, 2023, Board Meeting was postponed due to illness.

CUSTOMER APPEALS: (00:00:01)

1. Customer Meter Issues: (0:00:01) Joy accidentally started the recording late.

- 1.1. Earl Ingle and Ken King, who represented Mike Morse and Howard Lichter, discussed leak report issues.
- 1.2. Ken King told the Board that Mike Morse wasn't at home at the time of the leak and said he forgot to shut off his water before he left; Ken said that Mr. Morse is asking for a refund for the water usage from 12/5/2023 to 12/22/2023 as he feels the meter was in error when the meter showed a leak.
- 1.3. The Board discussed getting Mr. Morse's meter tested, and Brenda asked that Mr. Morse send the Board a written appeal, which Ken said he would. ****Motion**:** Steve moved to table Mr. Morse's appeal until the next meeting, asking Mr. Morse to put his request in writing; Paul Bender seconded the motion, which passed unanimously.
- 1.4. Ken King told the Board that Howard Lichter hired plumbers and spent \$1,000 on a leak detection service and was not asking for an appeal but wanted some assurances that there would not be an ongoing leak reporting problem.
- 1.5. Troy said that he would replace Mr. Lichter's meter.
- 1.6. Earl also said he would like an appeal and asked that the District's rule of only allowing him to apply for an appeal once every ten years be negated for this leak, as the leak stopped by itself.
- 1.7. Troy told the Board that it isn't a good idea to set a precedence of granting customers' appeals without following current resolutions.



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- 1.8. Since Earl's meter was tested and proved to be working, the Board decided to grant Earl's appeal following Resolution No 2021-04. ****Motion****: Guy Sievert moved to grant an appeal of \$108.54 to Earl's account; Brenda seconded the motion, which passed unanimously.
- 1.9. ****Motion****: Guy Sievert moved to table the appeal for Vicki Amussen until the next meeting; Brenda Freshman seconded the motion, which passed unanimously.

REVIEW MINUTES: (00:47:40)

1. The Board reviewed the draft minutes from the May 25, 2023, Regular Board Meeting and the June 29, 2023, Budget Hearing minutes.
2. ****Motion****: Paul Bender moved to accept May 25, 2023, Regular Board Meeting minutes and June 13, 2023, Budget Hearing Meeting minutes as presented; Guy Sievert seconded the motion, which passed unanimously.

OPERATORS REPORT JUNE 2023: (1:32:34)

1. Distribution System

- 1.1. We continue doing maintenance at the different water district properties.
- 1.2. We continue to replace customer meter boxes and lids throughout the District.
- 1.3. We have completed most of the Fire Hydrant maintenance in the District.
- 1.4. We currently have one inoperable fire hydrant on South Beach Rd. We have notified the Fire Department, and we have ordered the parts to repair it.
- 1.5. We have had no water service interruptions since our last meeting.

2. Treatment System

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

1. BRENT KELLER FORESTER WITH MASON, BRUCE, AND GERARD INC. (00:51:45)

- 1.1. Troy introduced Brent Keller, a forester who works for Mason, Bruce, and Gerard (MBG). Troy said MBG submitted the best plan and recommended that the Board contract with Brent and his firm to do forestry for the Water District watershed land.
- 1.2. The contract is being negotiated between MGB, the Water District, and Business Oregon, which provided the grant to pay for the Forest Management Plan. The Water District's attorney will also review the contract and then submit it to the Board for their approval.



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- 1.3. Mr. Keller said MBG is a natural resource consulting firm. He said they submitted a proposal detailing the main elements of the plan. Brent said they should complete the plan by October.
- 1.4. Brent and the Board discussed harvesting practices.
- 1.5. Brent said he would like to be put on the agenda.
- 1.6. Brent said he would review the watershed when he left the meeting.
- 1.7. Troy said the 2022 Business Oregon Drinking Water Source Protection Grant will pay for this forestry work. The District was not awarded the 2023 grant as they changed their criteria.

FINANCIAL REPORT: (1:05:36)

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

BILLS TO BE PAID: (01:15:25)

Troy presented the bills to be paid. ****Motion****: Paul Bender moved to approve the bills as paid; Guy Sievert seconded the motion, which passed unanimously. The last check number was 14145.

OLD BUSINESS: (01:16:10)

BOARD WORK PLAN TASKS:

1. REVIEW OF PERSONNEL POLICIES: 3rd Quarter 2021-2022 Task. (01:16:20)

- 1.1. Brenda said she concluded her review of the personnel policies.
- 1.2. Brenda asked the Board members if they could get on the District's website and comment on the customer's response form, which will be emailed to her.
- 1.3. Brenda suggested Troy put the bill pay tab above the customer response form.
- 1.4. Brenda suggested creating a short-term secession plan in case of an emergency if something happens to Troy. She said the District should have a long-term secession plan.
- 1.5. Troy said he would send the Board the updated personnel policy.
- 1.6. Troy said that the District does not have a water plant operator if something happens to him.
- 1.7. Troy said he would put the secession plan in the Board Manual, and the Board could review it and vote on it when completed.

2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (01:27:05)

- 2.1. This was not discussed.

3. NEW PURCHASING AUTHORIZATION POLICY: (01:27:05)

- 3.1. Troy presented Resolution No. 2023-03, A Resolution Updating the General Manager's Purchasing Authority. ****Motion****: John Metschan moved to adopt Resolution No.



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2023-03 as amended; Guy Sievert seconded the motion, which passed unanimously.

4. ADDITIONS TO THE WEBSITE; FAQ, CUSTOMER RESPONSE FORM, AND ENVIRONMENTAL INFORMATION: (01:33:22)

- 4.1. Troy said Guy Sievert introduced Troy to Jeff Weitzel, who volunteered to help with the District's website.
- 4.2. Guy said he could help with the website as well.
- 4.3. Steve also mentioned a former Board member offering to help.

5. CUSTOMER RESPONSE FORM REPORT: (01:35:04)

- 5.1. Steve said this topic was discussed earlier in the meeting.

6. BOARD SELF-EVALUATION: (01:35:58)

- 6.1. Steve asked if any Board members got the evaluation form. The Board said no.
- 6.2. Steve indicated he will get the form to Joy, who can email it to the Board for discussion at the next Board meeting.

7. CUSTOMER METER READ ISSUE: (01:40:01)

- 7.1. This topic was discussed earlier in the meeting.

8. CUSTOMER APPEALS: (01:40:05)

- 8.1. This topic was discussed earlier in the meeting.

NEW BUSINESS: (01:40:43)

1. Steve reminded the Board that at the next Board meeting, they need to elect Board officers.

2. FUTURE MEETING DATES: (01:41:49)

- 2.1. The next NRWD Regular Board meeting will be on Thursday, July 27, 2023, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, August 31, 2023, at 1:00 pm and Thursday, September 21, 2023, at 1:00 pm.

3. Guy said he thought that, if possible, all the Board members should be physically present (not on Zoom) for the meetings. Steve said to put this topic on the next agenda.

ADJOURNMENT: (01:47:28)

****Motion**:** Brenda Freshman moved to adjourn this Board meeting; Guy Sievert seconded the motion, which passed unanimously. There being no further business, the meeting was adjourned at 2:57 pm.



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

Steve Rubert, President

Brenda Freshman, Secretary