



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**

October 26, 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: Randi Phillips.

CALL TO ORDER: (00:00:16)

Steve Rubert called the regular Board meeting to order at 1:00.00 p.m. This meeting was held at the District's Water Plant at 5880 S. Fairway Rd. and hosted remotely via Zoom Meetings.

CUSTOMER METER USAGE ISSUE: (00:00:26)

1. Randy Phillips discussed her three accounts more significant than normal water usage. She asked the Board if the District could send the meters in to be evaluated to make sure they were not malfunctioning.
2. Troy said he thought Randi had leaks at her different residences.
3. Steve suggested that Randi get her watering system and lines tested for leaks.
4. Steve let Randi know she could contact Joy to ask the Board for an appeal to reduce her water bills, but she could only ask for an appeal for each of her accounts once every ten years.
5. Steve directed Troy to send the meters in for evaluation.

REVIEW MINUTES: (00:38:46)

1. The Board reviewed the draft minutes from the September 21, 2023 Regular Board Meeting. ****Motion**:** John Metschan moved to accept the September 21, 2023, Regular Board Meeting minutes as presented; Guy Sievert seconded the motion, which passed unanimously.

OPERATORS REPORT September 2023: (0:43:57)

1. Distribution System

- 1.1. The District installed a new service, service line, and fire hydrant in Viking Estates.
- 1.2. The District installed meter boxes in several different locations in Neskowin.



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

2. Treatment System

- 2.1. Our bacteriological testing has had no detectable amounts of coliforms this month.
- 2.2. Stream flows have returned to levels above measurement.
- 2.3. The water filter is running well and is producing excellent potable water. We performed our biannual filter pinning and major clean in place.

3. New Hire.

- 3.1. Steve said he and Troy interviewed three people for the open position and decided to hire one of the three.
- 3.2. Troy reported that he hired a new employee who would start working for the District on November 6, 2023. Troy said he would also work on acquiring another vehicle for the new employee.
- 3.3. Guy Sievert suggested that Troy obtain a background check for the new employee.

FINANCIAL REPORT: (0:55:47)

- 1. Troy reviewed the financial reports for the end of September 2023.

BILLS TO BE PAID: (01:04:47)

- 1. Troy presented the bills to be paid. *****Motion*****: Steve Rubert moved to approve the bills as paid; Brenda Freshman seconded the motion, which passed unanimously. The last check number was 14210.

OLD BUSINESS: (01:05:25)

BOARD WORK PLAN TASKS:

1. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (01:05:26)

- 1.1. Troy said he hopes to sign the closing sale documents on October 31, 2023 and will email an announcement to the Board when the sale is complete.

2. ADDITIONS TO THE WEBSITE: FAQ, CUSTOMER RESPONSE FORM, AND ENVIRONMENTAL INFORMATION: (00:06:13)

- 2.1. Nothing additional as yet.

3. BOARD SELF-EVALUATION: (01:07:13)

- 3.1. Brenda and Guy discussed a presentation they created concerning Board self-evaluations.
- 3.2. Guy said that the Board should do a whole Board evaluation, and each member should do a self-evaluation. He said the Board has a responsibility to do these evaluations regularly.



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

- 3.3. Guy reviewed his suggestions on Board evaluations.
- 3.4. Guy suggested the District communicate better with the community by putting more information on the District's website. He also suggested creating an annual report and presenting it at one of the NCA meetings.
- 3.5. Brenda recommended the Board think about what was presented. She said the Board might want to consider doing a free ninety-minute SDAO Board evaluation. Brenda said she would send the Board evaluation presentation information to Joy, and she could email it to the Board for their review to be discussed at the next meeting.
- 3.6. Steve thanked Brenda and Guy for their presentation. Guy said he and Brenda will review the current Board evaluation and bring suggestions to the Board.

NEW BUSINESS: (01:20:16)

1. FLAIL MOWER PURCHASE:

- 1.1. Troy asked the Board if they would authorize the purchase of the Flail mower. ****Motion****: Paul Bender moved to approve the purchase of the Flail mower; Guy Sievert seconded the motion, which passed unanimously.

2. GENERAL MANAGER'S WORK FOR OTHER WATER DISTRICTS:(01:21:10)

- 2.1. Guy Sievert said he was concerned with Troy working for outside water Districts. He wanted to know if there were legal arrangements with the other water Districts that protected the Board members and the District from liability.
- 2.2. Guy said Troy should have separate agreements with the other Districts he works for. Those agreements would separate what he does for the NRWD from what he does for the other water Districts.
- 2.3. Steve said when Troy contacts the District's lawyer, he could ask for a sample form defining his work outside and separate from the District.
- 2.4. Brenda wanted to know who would be liable if Troy hurt himself working for another water District.
- 2.5. Troy said the Board could get on a joint call with Troy and the attorney. Guy said he would volunteer to join a call with Troy and the attorney, and the Board thought that was a good idea.

3. FUTURE MEETING DATES: (01:36:26)

- 3.1. The next NRWD Regular Board meeting will be on Thursday, November 30, 2023, at 1:00 p.m. Subsequent NRWD Board meetings are tentatively set for Thursday, December 28, 2023, at 1:00 p.m. and Thursday, January 25, 2024, at 1:00 pm.



Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

ADJOURNMENT: (01:37:55)

****Motion**:** Guy Sievert moved to adjourn this Board meeting; Paul Bender seconded the motion, which passed unanimously. There being no further business, the meeting was adjourned at 2:37 p.m.

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

Steve Rubert, President

Brenda Freshman, Secretary

DRAFT