



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 February 29th, 2024

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, David Phillips, Tom Guiney, Bill Friday, and Shannon Hodson.

CALL TO ORDER: (00:01:35)

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. The Board, staff, and guests introduced themselves.

REVIEW MINUTES: (00:04:48)

1. The Board reviewed the draft minutes from the January 25th, 2024, Regular Board Meeting. ****Motion****: John Metschan moved to accept the January 25th, 2024, Regular Board Meeting minutes as presented; Guy Sievert seconded the motion, which passed unanimously.

OPERATORS REPORT February 2024: (00:05:54)

1. Distribution System (00:06:00)

- 1.1. We repaired and replaced two Sahhali Shores Pump Station motors.
- 1.2. We purchased a backup 7.5hp motor that would function for the Sahhali Pump Station or the Hawk Hills Pump Station.
- 1.3. We have finished doing meter box maintenance.
- 1.4. We have replaced the fire hydrant on Edelman Way.
- 1.5. We have ordered new fire hydrants for Hilltop and Neskowin North.

2. Treatment System (00:8:51)

- 2.1. We have pulled our finished water pump #1 and are awaiting the delivery of our new motor.
- 2.2. Our bacteriological testing has had no detectable amounts of coliforms this month.
- 2.3. The water filter is running well and is producing excellent potable water.

The Board decided to move and discuss the topics of the "Phillips Appeal" and the "Horizon Hills & Wi-Ne-Ma Water System Annexations" up on the agenda so the guests could discuss



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their topics.

1. PHILLIPS APPEAL: (00:10:56)

- 1.1. David Phillips presented the appeal for account #946. David said the water was turned off and didn't understand why a water leak showed on the meter.
- 1.2. David said he hired a leak detector service, and they found no leak.
- 1.3. Troy suggested that the leak seems to be associated with a timed watering system. Troy offered to temporarily switch out the meter for one that reads every hour instead of every day.
- 1.4. David Phillips said he would set up a time to meet with Troy at the address where the leak occurred and review the leak.
- 1.5. The Board decided to grant the Phillips appeal following Resolution No 2021-04.
****Motion**:** Guy Sievert moved to grant an appeal of \$781.86 to the Phillips's account #946; Steve Rubert seconded the motion, which passed unanimously.

1. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS:

(00:35:66)

- 1.1. Troy said the water district would need to apply for grants from Business Oregon for the cost of a feasibility study—cost analysis for the proposed annexations. Troy said he also needs to apply for the SIPP Program. Brenda said the application's deadline is March 15, 2024.
- 1.2. Troy and the Board discussed options for the homeowners/landowners to annex into the Water District legally.
- 1.3. Steve asked if the feasibility study would include additional employee and administrative costs. Troy said he would include those parameters in the study.
- 1.4. Troy said he would send everybody his finished SIPP application so they could read it.
- 1.5. Tom Guiney asked to be put on Troy's email list.

FINANCIAL REPORT: (0:50:08)

1. Troy reviewed the financial reports for the end of January 2024.

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

1. Troy presented the bills to be paid. ****Motion**:** John Metschan moved to approve the bills as paid; Paul Bender seconded the motion, which passed unanimously. The last check number was 14314.

OLD BUSINESS: (01:02:23)



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BOARD WORK PLAN TASKS:

1. **WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (01:02:24)
 - 1.1. Mike Kowalski is reviewing Troy's proposed roadway easement for the current lot the District purchased.
 - 1.2. Troy and Mike Kowalski are still in discussion about lot 6500.
 - 1.3. Troy said he has no news about the application submitted for a grant to appraise the Schlicting's watershed land.
 - 1.4. Guy said that he and Alex Sifford attended a DEQ Drinking Water & Protection workshop to discuss the Water District's progress in purchasing watershed land. Guy said the District has benefited from their presentation, as people are contacting them about future funding avenues.
2. **ADDITIONS TO THE WEBSITE: FAQ, CUSTOMER RESPONSE FORM, AND ENVIRONMENTAL INFORMATION:** (01:12:11)
 - 2.1. No new news.
3. **BOARD SELF-EVALUATION:** (01:12:31)
 - 3.1. Brenda said she and Guy would revise the previous survey and present a new survey with the new process.
 - 3.2. Brenda and Guy asked Joy to email them the previous Board evaluation survey.
 - 3.3. Guy said he wants to ensure all of the current SDAO Board legal requirements are on the survey.
4. **GENERAL MANAGER'S WORK FOR OTHER WATER DISTRICTS:** (01:19:22)
 - 4.1. Troy said that the District's attorney responded to his request in an email and said the District could use a Memorandum of Understanding "MOU" with the other Districts or an Intergovernmental Agreement "IGA," and that his office could help facilitate either of those contracts.
 - 4.2. Steve asked Troy to send the lawyer's email to the board so they could review it.
 - 4.3. Troy said he is working on becoming an employee of the other Districts he works for to eliminate any liability for him and the Neskowin Water District.
 - 4.4. Guy asked Troy to bring a list of all the Districts he works for to the next board meeting.

NEW BUSINESS: (01:27:46)

1. **RESOLUTION 2024-01:** (01:28:08)
 - 1.1. Steve Rubert read aloud Resolution No. 2024-01, A Resolution Approving an Updated Systems Development Charge. ****Motion**:** Steve Rubert moved to adopt Resolution No. 2024-01 as amended; Paul Bender seconded the motion, which passed unanimously.



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2. WATER AVAILABILITY FOR AFFORDABLE HOUSING/PLANNING IN NESKOWIN: (01:32:01)

- 2.1. Guy talked about how this is a new requirement by the state for unincorporated cities to provide the state with an assessment as to information about housing and utility availability/capacity. This is to create affordable housing in those cities.
- 2.2. Troy said he has the District's water availability/capacity as he has recently completed a required water management and conservation report and submitted it to the State of Oregon. Troy asked Guy to call him, and he would give him the information.

3. FUTURE MEETING DATES: (01:38:33)

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

ADJOURNMENT: (01:40:14)

****Motion**:** Brenda Freshman moved to adjourn this Board meeting; Steve Rubert seconded the motion, which passed unanimously. There being no further business, the meeting was adjourned at 2:40 p.m.

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

Steve Rubert, President

Brenda Freshman, Secretary