



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

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

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### MINUTES:

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

April 25th, 2024

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

Commissioners Absent:

Staff Present: Troy Trute, Joy Neufeld, and Alan Blanchard.

Public Present: None.

### CALL TO ORDER: (00:03:27)

Steve Rubert called the regular Board meeting to order at 1:00.54 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: (00:03:32)

The Board reviewed the draft minutes from the March 28<sup>th</sup>, 2024, Regular Board Meeting.

**\*\*Motion\*\*:** John Metschan moved to accept the March 28<sup>th</sup>, 2024, Regular Board Meeting minutes as presented; Steve Rubert seconded the motion, Brenda Freshman abstained, and the motion passed.

### OPERATORS REPORT APRIL 2024: (00:06:10)

#### 1. Distribution System (00:06:20)

1.1. We are clearing easements with the District's new brush mower.

1.2. We finished the fire hydrant installation on Hilltop in the Hawk Hills subdivision.

#### 2. Treatment System (00:6:43)

2.1. Our finished water pump #1 motor was delivered on March 25th. We await parts to connect it to the finished water pump #1.

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.

### FINANCIAL REPORT: (00:07:44)

Troy reviewed the financial reports for the end of March 2024.

### BILLS TO BE PAID: (00:21:07)

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



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14359.

### **OLD BUSINESS:** (00:25:15)

#### **BOARD WORK PLAN TASKS:**

#### **1. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (00:25:17)

- 1.1. The District applied for a Source Water Protection grant to appraise properties in the watershed.
- 1.2. The Private Forest Accord grant was not awarded to the District.
- 1.3. Troy said he can still not connect with the Schlichting family members. Guy said he might be able to help.
- 1.4. Troy said he is working on obtaining funding to purchase the Weyerhaeuser watershed land.

#### **2. CUSTOMER RESPONSE FORM:** (00:35:38)

- 2.1. There is no new news.

#### **3. GENERAL MANAGER'S WORK FOR OTHER WATER DISTRICTS:** (00:35:57)

- 3.1. The Board discussed Troy and Guy's proposed language to be added to the District's personnel policy concerning District employees working outside the District. Guy said he would revise the language and return it to the Board at the next meeting.
- 3.2. Troy said he has not heard back from the lawyer about the MOU.

#### **4. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS:** (00:54:38)

- 4.1. There is no new news. Troy said he is still waiting to hear back about the SIPP grant he applied for.

#### **5. 2024-2025 BUDGET DISCUSSION:** (00:55:19)

- 5.1. Troy said that if he cannot get the Budget Committee Meeting announcement published in the Headlight Harold, he would need to move the meeting to a later date. Guy suggested publishing the announcement in the Pacific City Sun.
- 5.2. Troy discussed the budget numbers with the Board and said a rate increase would be necessary this year. The Board agreed with Troy's proposed 4.5% rate increase, which will be included in the proposed 2024-2025 budget.
- 5.3. Troy and the Board discussed raising the District's tax rate. Troy said he could send the Board a spreadsheet showing how the current tax rate pays for the District's major infrastructure projects.
- 5.4. Troy said the debt service bond will be paid off this year, reducing the District's tax rate.

### **NEW BUSINESS:** (01:20:39)



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1. **CUSTOMER APPEAL** (01:27:40)
  - 1.1. The Board decided to grant the appeal before the Board following Resolution No 2021-04. **\*\*Motion\*\***: John Metschan moved to grant an appeal of \$554.97 to account #723; Guy Sievert seconded the motion, which passed unanimously.
  - 1.2. The Board decided to grant the appeal before the Board following Resolution No 2021-04. **\*\*Motion\*\***: John Metschan moved to grant an appeal of \$1,095.49 to account #928; Paul Bender seconded the motion, which passed unanimously.
2. **ASSIGN BUDGET OFFICER:** (01:37:08)
  - 2.1. **\*\*Motion\*\***: Steve Rubert moved to appoint Troy Trute as the budget officer; Paul Bender seconded the motion, which passed unanimously
3. **ELECT BUDGET COMMITTEE:** (01:38:00)
  - 3.1. **\*\*Motion\*\***: Steve Rubert moved to elect the presented list of budget committee members Troy suggested; Guy Sievert seconded the motion, which passed unanimously.
4. **ANNUAL REVIEW OF PERSONNEL POLICIES:** (01:39:28)
  - 4.1. Troy said that he and Paul Bender were reviewing the personnel policy about the voluntary status of the District's weekend work. Troy wants to change the wording "volunteer" work to "expected" work.
  - 4.2. Steve explained that the employees rotate being on call for emergencies over the weekend.
  - 4.3. Guy Sievert suggested changing Troy's position to salaried due to the new law surrounding paying managers overtime.
  - 4.4. Troy said the District pays him for comp time when he works outside his regular hours. Guy said that he would look into that.
  - 4.5. Troy suggested adding the Federal holiday, June 19<sup>th</sup> to the District's list of paid holidays in the District's personnel policy.
  - 4.6. Troy said he would submit the proposed changes to the personnel policy to the Board.
5. **FUTURE MEETING DATES:** (01:51:00)
  - 5.1. The NRWD Budget Committee Meeting is tentatively set for Tuesday, May 14, 2024, at 4:00 pm. The next NRWD Regular Board meeting will be on Thursday, May 30<sup>th</sup>, 2024, at 1:00 p.m. Subsequent NRWD Board meetings are tentatively set for Thursday, June 27<sup>th</sup>, 2024, at 1:00 p.m. and Thursday, July 25<sup>th</sup>, 2024, at 1:00 pm.
6. **STEVE RUBERT'S BOARD POSITION REPLACEMENT:** (01:53:19)
  - 6.1. Steve, Troy, and the Board discussed finding a potential Board member to take Steve's position when he resigns.



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**ADJOURNMENT:** (01:55:53)

**\*\*Motion\*\*:** John Metschan moved to adjourn this Board meeting; Guy Sievert seconded the motion, which passed unanimously. There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District

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Steve Rubert, President

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Brenda Freshman, Secretary