



Neskowin Regional Water District
PO Box 823, 47880 South Beach Rd
Neskowin, OR 97149
Phone: (503)392-3966
Email: nrwd@neskowinwater.com
Web: www.neskowinwater.com

MINUTES (00:00:00) Not on recording

**THE NESKOWIN REGIONAL WATER DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING.**

June 27th, 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: Jeanene Lopez, Susan Schomburg Tom Siep,

CALL TO ORDER: (00:00:00)

President Steve Rubert called the regular Board meeting to order at 1:36 p.m.? (not on recording). Zoom Meetings hosted this meeting remotely.

REVIEW MINUTES: (00:00:01) Recording started while Board members discussed the minutes.

The Board reviewed the draft minutes from the May 30th, 2024 Regular Board Meeting.

****Motion**:** Guy Sievert moved to accept the minutes as presented. John Metschan seconded the motion, which passed unanimously.

OPERATORS REPORT: (00:03:20)

Distribution System (00:03:21)

1. We are clearing easements and roadways with the District's new brush mower. We have cleared the Roadway to the District's newly acquired watershed property.
2. We are doing fire hydrant maintenance throughout the District. We estimate it will be completed before the Fourth of July holiday.
3. Brenda discussed the hydrant maintenance flooding in Viking Estates. Brenda said the drain there cannot handle a large amount of water. Brenda said she would contact the county and ask them to come out and fix the drain.
4. Troy said that in the future, the district employees will use a hose to expel the water from the hydrant and will monitor the amount of flow coming from the hydrant more carefully.
5. We have had no disruption to water service for our customers this month.

Treatment System (00:03:20)

1. Our bacteriological testing has had no detectable amounts of coliforms this month.
2. We have designed and replaced our salt brine solution tank that feeds the chlorine generation machine.
3. The water filter is running well and is producing excellent potable water.



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FINANCIAL REPORT: (0:14:31)

Troy went over the financial reports for the end of May 2024.

BILLS TO BE PAID: (00:23:15)

Troy presented the bills to the Board. ****Motion****: John Metschan moved to accept the bills as presented. Steve Rubert seconded the motion, which passed unanimously.
The last check number was 14405.

OLD BUSINESS: (00:31:35)

BOARD WORK PLAN TASKS:

1. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:31:36)

- 1.1. Troy and Guy discussed the Schlicting's listing their properties for sale. Some of their properties for sale are watershed land.
- 1.2. Troy met with Western Rivers, a conservation group, to discuss their support of the District in purchasing watershed land.
- 1.3. There is no new news about the Source Water Protection Grant Troy applied for.
- 1.4. Troy said that he and John from the North Coast Land Conservancy have a meeting scheduled with the Coastal Zone Management. Troy said he would apply for the Coastal Zone Management grant.
- 1.5. Troy said he will submit a letter of interest to the Clean Water Protection (Revolving Loan) Fund to arrange financing for any watershed land that comes up for sale.
- 1.6. Guy said he met with Julie Harvey, the head of the Drinking Water Protection Program for the State of Oregon, a few months back. She also suggested that if the District is ready to purchase watershed land, it should go to the Clean Water Protection (Revolving Loan) Fund, which can forgive up to fifty percent of the loan, and then to the (OWEB) Oregon Watershed Enhancement Board to cover the other fifty percent.
- 1.7. Troy said that he was given assurances that the District would get the fifty percent loan forgiveness from the Clean Water Protection (Revolving Loan) Fund and that the (OWEB) Oregon Watershed Enhancement Board funding would also be available to the District.
- 1.8. Guy said that the District is known to be proactive and is looked upon favorably in the county and state as very proactive in acquiring the District's watershed land. Guy also said in the Neskowin Community Plan, which is to be submitted to the county, that drinking water security is one of the top values of the Neskowin community.



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2. CUSTOMER RESPONSE FORM: (00:45:00)

2.1. There is no new news.

3. GENERAL MANAGER'S WORK FOR OTHER WATER DISTRICTS: (00:49:07)

3.1. Troy said Neskowin Valley School is the only place he helps regularly. Guy said he is the Neskowin Valley School Board president and will work out a contract with Troy, who helps the school with its water testing requirements.

4. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (00:53:09)

4.1. Troy said he talked to the engineering firm HBH about doing a feasibility study.

4.2. Guy said Jamie Craig talked to him. She said she needs to be involved in the annexation discussions because, technically, both districts are state-regulated districts.

NEW BUSINESS:

CUSTOMER LATE FEE APPEAL: (05:56:46)

1. The Board reviewed the customer's late fee appeal. ****Motion****: Steve Rubert moved to grant the customer's late fee appeal as presented. Guy Sievert seconded the motion, which passed unanimously.

DISTRICT ENGINEERING SERVICES: (01:00:03)

1. Troy said two engineering firms submitted bids for contracts for the District's South Beach Projects.

2. Troy would like to make HBH Engineering the District's "Engineer of Record" for the South Beach projects and accept their contract.

3. **Motion:** Guy Sievert moved to accept HBH Engineering as the District's "Engineer of Record." John Metschan seconded the motion, which passed unanimously.

4. **Motion:** Guy Sievert moved to approve HBH Engineering firm's bid/contract for the District Projects D3, D4, and D5 bid not exceeding \$100,000.00. Paul Bender seconded the motion, which passed unanimously

GENERAL MANAGER COMPENSATION – POSSIBLE EXECUTIVE SESSION:

(01:13:50)

1. Steve said Paul sent the Board members Troy's job descriptions as General Manager.

2. Steve said he and Paul formed a subcommittee and met to review Troy's compensation. They recommended to the Board that Troy receive a merited raise this year.

3. Paul listed the new items that have been added to Troy's job descriptions over the years and said that he saves the District money.

4. John suggested that the District obtain an independent study of the District's compensation tables for Troy.



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5. Guy said that Special Districts have a service they contract with HR Answers, which does compensation surveys. Guy said he could check in with them to determine the costs and get back to the Board at the next meeting.
6. Troy suggested hiring HR Answers to analyze all District employees' pay scales.
7. The Board discussed a proposed raise in wages for Troy. A raise was recommended by a subcommittee that reviewed Troy's salaries. ****Motion****: Paul Bender moved to change Troy's position from General Manager Category D to General Manager Category E with the 2024 recommended COLA. John Metschan seconded the motion, which passed unanimously.
8. Paul said that after the Board receives compensation information from HR Answers, the Board will either need to adjust the amounts in the compensation table categories or create a new compensation table altogether.

FUTURE MEETING DATES: (01:38:39)

The NRWD Regular Board meeting is set for Thursday, July 25th, 2024, at 1:00 pm.
Subsequent NRWD Board meetings are tentatively set for Thursday, August 29th, 2024, at 1:00 pm and Thursday, September 26th, 2024, at 1:00 pm.

ADJOURNMENT: (01:39:25)

There being no further business, the meeting was adjourned at 3:22.46 pm. ****Motion****: Guy Sievert moved to adjourn this board meeting. John Metschan seconded the motion, which passed unanimously.

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

Steve Rubert, President

Brenda Freshman, Secretary