



Neskowin Regional Water District
PO Box 823, 47880 South Beach Rd
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.
October 31, 2024

Commissioners Present: John Metschan, Brenda Freshman, Guy Sievert, Paul Bender, and Tom Prehoditch.

Commissioners Absent: None.

Staff Present: Troy Trute & Joy Neufeld.

Public Present: None.

CALL TO ORDER: (00:00:01)

President John Metschan called the regular Board meeting to order at 1:00 p.m. Zoom Meetings hosted this meeting remotely.

REVIEW MINUTES: (00:00:04)

The Board reviewed the draft minutes from the September 26th, 2024, Regular Board Meeting. ****Motion**:** Paul Bender moved to accept the minutes as presented. Guy Sievert seconded the motion, which passed unanimously.

OPERATORS REPORT: (00:01:04)

Distribution System (00:01:14)

1. We are continuing our installation of concrete around fire hydrants in the distribution system.
2. There have been no interruptions of service in the Water District.

Treatment System (00:05:09)

1. Our bacteriological testing has had no detectable amounts of coliforms this month.
2. At the beginning of October, we tested for lead and copper, and there were no detectable amounts of either substance in all five of our sampling points.
3. The water filter is running well and is producing excellent potable water.

FINANCIAL REPORT: (0:10:56)

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

BILLS TO BE PAID: (00:25:10)



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Troy presented the bills to the Board. ****Motion****: Paul Bender moved to accept the bills as presented. Guy Sievert seconded the motion, which passed unanimously. The last check number was 14498.

OLD BUSINESS: (00:25:53)

BOARD WORK PLAN TASKS:

1. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:25:54)

- 1.1. Troy said he sent an email to the Board with a list of where the District is at and what the District is doing toward the watershed land acquisition. Tom said he didn't get the email, and Troy said he would send it to him,
- 1.2. Troy said he is in discussions with Mike Kowalski about his watershed properties for sale.
- 1.3. Troy said he is in continued discussions with Weyerhaeuser about staging the acquisition of different parcels in the watershed. Weyerhaeuser asked Troy to submit a plan outlining the parcels and the stage at which the District proposes to purchase them. Weyerhaeuser wants the District to sign a purchase and sales agreement with them, including the parcel purchasing staging plan.
- 1.4. Troy said that Weyerhaeuser is acquiring scan data for all their properties in the watershed to submit to the District.
- 1.5. Guy Sievert said that he and Alex Sifford attended a workshop by DEQ and OHA in Newport about funding. Guy said the District is considering applying for a grant from the Oregon Water Enhancement Board and will discuss it with them soon. Guy said Alex is working on a funding timeline and will bring it to the Board soon.
- 1.6. Troy said the District has been granted two grants that can be used to pay a forester.
- 1.7. Troy asked the Board to allow him to sign a contract with the forester, Mark Morgans of MRN Forestry, and have him be the District's forester. ****Motion****: John Metschan moved to approve the contract with Mark Morgans of MRN Forestry as presented. Brenda Freshman seconded the motion, which passed unanimously.
- 1.8. Troy said the DEQ is reviewing the District's Forestry Management Plan.

2. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (00:45:27)

- 2.1. Troy said that he needs permission from the Board to sign a contract with HBH to do the feasibility study. The contract states that it will not exceed \$25,000.00 and would be



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paid for by the SIPP grant that the District received ****Motion****: John Metschan moved to approve the contract HBH as presented. Guy Sievert seconded the motion, which passed unanimously.

3. GENERAL MANAGER'S EXEMPT STATUS: (00:50:39)

- 3.1. Guy said that Troy's status is exempt (from overtime pay). Guy said that he and Paul looked into how the District can compensate Troy when asked to work above and beyond his regular duties. Guy said the Board can compensate him by giving him a bonus twice yearly.
- 3.2. Guy said the whole Board should review his past compensation for extra hours worked.
- 3.3. Troy said he and Joy should check with the auditor on how to budget bonuses.
- 3.4. Brenda said that from an HR perspective, the bonus should be consistent, transparent, written down, and reviewed by the Board so that the whole Board is on the same page and knows how to budget for that. Brenda asked Troy to bring something on paper to the board.
- 3.5. Troy discussed comp time, sick leave, and vacation time with the Board. Guy said he would like the Board to review these when the Board reviews the personnel policy.
- 3.6. Troy asked the Board about the comp time he has already acquired but has not yet been compensated for. Brenda asked Troy if they could get together and discuss structuring bonuses for Troy.

NEW BUSINESS: (01:11:19)

1. SAHHALI RESERVOIR MIXER PURCHASE: (01:11:26)

- 1.1. Troy said he emailed the Board information concerning this and explained the costs for this purchase to the Board, and asked for their approval. ****Motion****: John Metschan moved to approve this purchase as presented. Guy Sievert seconded the motion, which passed unanimously.
- 1.2. As per OSHA guidelines, two employees will be working on this project at all times.

2. CONTRACTING PERSONNEL POLICY AND JOB DESCRIPTION UPDATES WITH HR ADVANTAGE: (01:13:39)

- 2.1. Troy said that HR Advantage, offered two different contracts. One would be using their personnel policy template, customizing it to the District's policy, and ensuring it is current. The other contact would update job descriptions. The Board approved allowing Troy to proceed with both HR Advantage contracts and refer the results to the Board for review.

3. KEY MAN LIFE INSURANCE: (01:23:44)

- 3.1. John discussed Key Man Insurance with the Board.



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3.2. John said that he talked with the District's insurance agent, and the agent said that he needed Troy to answer some questions. Once those questions are answered, the agent will give the District an insurance quote.

4. NEW BILLING SYSTEM ISSUES: (01:25:31)

- 4.1. Joy said 25 customers complained about being charged a \$1.00 fee for eCheck (bank-to-bank transactions).
- 4.2. Brenda suggested that Joy refer the customers who have complaints to the District's online customer response form. Joy said she would. Brenda also suggested an FAQ concerning this fee be placed on the District's website so Joy could refer them to it.
- 4.3. The Board decided to keep the eCheck fee of \$1.00 per transaction as customers can choose payment methods. Also, customers who pay with cash or checks should not have to pay an increased rate for water because other customers choose to pay with eChecks.

FUTURE MEETING DATES: (01:35:38)

The NRWD Regular Board meeting is set for Thursday, November 21st, 2024, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, December 19th, 2024, at 1:00 p.m. and Thursday, January 30th, 2025, at 1:00 p.m.

ADJOURNMENT: (01:37:37)

There being no further business, the meeting was adjourned at 2:37 pm. ****Motion**:** Tom Prehoditch moved to adjourn this board meeting. Paul Bender seconded the motion, which passed unanimously.

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

John Metschan, President

Brenda Freshman, Secretary