



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.**

January 30th, 2025

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

Commissioners Absent: None.

Staff Present: Troy Trute & Joy Neufeld.

Public Present: Gary Ponti.

CALL TO ORDER: (00:03:30)

President John Metschan called the regular Board meeting to order at 1:00 p.m. at the District's Frank E Clanton Municipal Water Plant, 5880 S. Fairway Rd, Neskowin, Oregon, and hosted remotely by Zoom Meetings.

REVIEW MINUTES: (00:03:34)

The Board reviewed the draft minutes from the December 19th, 2024, Regular Board Meeting.

****Motion**:** Guy Sievert moved to accept the minutes as presented. Paul Bender seconded the motion, Brenda Freshman abstained, and the motion passed.

OPERATORS REPORT: (00:05:08)

Distribution System (00:05:09)

1. Work on the fence at the lower Hawk Hills Pump Station is starting soon.
2. The District is continuing the installation of concrete around fire hydrants in the distribution system at a slower rate due to the weather.
3. We continue to clean and clear all service connections in the District.
4. We are in the process of installing a new valve and fire hydrant on Cove Crest (waiting on parts).
5. Sixteen leaks were discovered during the meter reading that occurred on January 2nd, and one burst line on January 29th.
6. The Sahlali pump station has an issue with the backup power generation equipment. We are currently diagnosing and formulating a solution.
7. There have been no interruptions of service in the Water District.

Treatment System (00:09:02)

1. The District's bacteriological testing has had no detectable amounts of coliforms this month.



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2. The State Drinking Water Agency has granted the District a reduction in testing for disinfection by-products due to low levels detected for an extended period.
3. The District's General Manager will take his Level 3 Treatment Certification test on February 7th.
4. Al will take his level 1 Treatment and distribution test soon.
5. The water filter is running well and is producing excellent potable water

FINANCIAL REPORT: (0:12:32)

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

BILLS TO BE PAID: (00:15:35)

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 14588.

CUSTOMER APPEAL: (00:23:28)

Pacific Sands Appeal

1. Gary Ponti presented the Pacific Sands appeal to the Board. The Board reviewed the Customer's appeal. ****Motion****: Paul Bender moved to grant the customer's appeal as presented. Tom Prehoditch seconded the motion, which passed unanimously.

OLD BUSINESS: (00:39:09)

BOARD WORK PLAN TASKS:

1. Third Quarter Tasks: (January, February, March 2025).

1.1. Review and Approve the Previous Fiscal Year Audit. (Sound went out on the recording 00:39:09)

1.1.1. This was already completed. Troy asked the Board if they wanted a copy of the audit.

1.2. Appoint a Budget Officer: (00:40:39)

1.2.1. ****Motion****: John Metschan moved to elect Troy Trute as the Budget Officer for the 2025-2026 Budget. Guy Sievert seconded the motion, which was passed unanimously.

1.3. Recruit a Budget Committee: (00:41:04)

1.3.1. Troy said he will recruit Budget Committee members.

1.4. Annual Review of Personnel Policies: (00:41:55)



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- 1.4.1. Troy said he sent the proposed edited Personnel Policy from HR Answers to the Board. John asked Troy if he could send him the edited Personnel Policy from HR Answers.
- 1.4.2. Troy asked the Board to review the proposed Personnel Policy and send any edits or changes to him.
- 1.4.3. Troy said that once he receives all the Board's edits and changes, he will send the personnel policy to the lawyer for review.

1.5. Review System Development Charges, Water Rates and Wage Scales: (00:39:09)

- 1.5.1. Troy said he needs to look at the annual engineering news records for inflationary rates for construction projects in February to determine an updated SDC rate.
- 1.5.2. Troy said the Board could review the wage scale.
- 1.5.3. Troy said he can't advise the Board about the water rates until he works on the budget in February.

2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:45:19)

- 2.1. Troy said he and Alex met with NCLC on February 18th, 2025, for a virtual site visit with OWEB.
- 2.2. Troy said the Kowalski family members are still discussing selling their property to the District.

3. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (00:46:01)

- 3.1. Troy said the engineers' update is that they have completed ninety percent of the system partnership study. Troy said he would send a hard copy to the Board as soon as it is ready for their review.
- 3.2. Guy Sievert suggested that the engineers present the study to the Board when they complete it. Troy suggested that he and the Board review the completed study and send it back to the engineers for consideration prior to presenting it at a Board meeting.

4. GENERAL MANAGER'S EXEMPT STATUS: (00:47:59)

- 4.1. Possible Resolution 2025-02 Settling the General Manager's Excess Compensatory and Vacation Time Accrual.
- 4.2. Paul talked with the lawyer, who decided that Troy should be considered a non-exempt employee since he spends so much time in the field.
- 4.3. Troy and the Board discussed the amount of compensation and vacation amounts the District owed Troy.



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- 4.4. Troy said he checked in with the auditor, who said the Board would need to create a Budget amendment and a transfer from the Capital Improvement fund for the District to pay Troy for his accrued compensation and vacation time.
- 4.5. Guy asked Troy to check in about the tax liability on this payout.
- 4.6. ****Motion**** Guy Sievert moved to approve and pass Resolution 2025-02, Settling the General Manager's Excess Compensatory and Vacation Time Accrual. Paul Bender seconded the motion, which passed unanimously

5. PERSONNEL POLICY AND JOB DESCRIPTION UPDATE WITH HR

ADVANTAGE: (01:07:05)

- 5.1. HR Advantage was discussed earlier in the meeting.
- 5.2. John said he recommends the District contact the attorney and draw up a multi-year contract for Troy, including his job descriptions, performance conditions, and compensation for moving Troy from a pay scale to a contract.
- 5.3. Guy suggested an annual letter of appointment instead of a contract, which would define Troy's compensation, job description, etc.
- 5.4. Brenda said she agrees but wants to ensure clear job descriptions and adequate compensation for Troy.
- 5.5. John and Paul will work with the attorney to accomplish this.

6. LIMITS TO CARRY OVER VACATION/COMP TIME FOR DISTRICT

EMPLOYEES: (There was no sound at the beginning of 01:01:11)

- 6.1. **Possible Resolution 2025-03 Limiting Carry Over Paid Time Off for District Employees.**
- 6.2. John discussed Resolution 2025-03 with the Board.
- 6.3. ****Motion**** Guy Sievert moved to approve and pass Resolution 2025-03, Limiting Carry Over Paid Time Off for District Employees. Paul Bender seconded the motion, which passed unanimously.

7. RESOLUTION 2025-01 A RESOLUTION RESOLVING THE DEBT SERVICE

FUND: (01:02:48) (This topic was moved from New Business)

- 7.1. John discussed Resolution 2025-01 with the Board.
- 7.2. ****Motion**** Guy Sievert moved to approve and pass Resolution 2025-01, A Resolution resolving the Debt Service fund. Paul Bender seconded the motion, which passed unanimously.



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8. ANNUAL REVIEW OF THE EMERGENCY RESPONSE PLAN: (01:21:45)

8.1. Brenda said she needs more time on this as she just recently accessed the Google Drive files.

9. UPDATE ON THE SOUTH BEACH MAIN EXTENSION PROJECTS: (01:16:35) (Tom asked if this topic could be discussed prior to the annual review of the emergency response plan as he has to leave.)

9.1. Tom said he would like Troy to have a walk-through showing him and Bill Busch this project and where the pipes will be laid.

9.2. Troy said he sent the Board and Bill Busch the South Beach main extension (90 percent completed) project plans, but he still needs to review them.

9.3. Troy also sent the plans to the engineers working on the bridge project, and the District is coordinating with them.

NEW BUSINESS: (01:23:16)

1. SAHHALI SOUTH & SAHHALI SHORES WATER TOWER: (01:23:19)

1.1. Troy said the District has been doing ongoing work at Sahhali Shores, including a new pump and mixer. He is also going to install some outdoor spigots at the reservoir.

1.2. Troy discussed the history of the Sahhali Shores reservoir. Troy discussed the District's options.

1.3. Troy said he would try to find a grant for this project.

2. RESOLUTION 2025-01 A RESOLUTION RESOLVING THE DEBT SERVICE FUND: (01:32:23)

2.1. This topic was discussed earlier.

3. CUSTOMER APPEAL: (01:32:23)

3.1. This was discussed earlier.

4. FUTURE MEETING DATES: (01:32:23)

4.1. The NRWD Regular Board meeting is set for Thursday, February 27th, 2025, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, March 27th, 2025, at 1:00 p.m. and Thursday, April 24th, 2025, at 1:00 p.m.

ADJOURNMENT: (01:33:58)



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There being no further business, the meeting was adjourned at 2:33 pm. ****Motion****: Paul Bender moved to adjourn this board meeting. Guy Sievert seconded the motion, which passed unanimously.

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

John Metschan, President

Brenda Freshman, Secretary

DRAFT