



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
THE NESKOWIN REGIONAL WATER DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING.
November 21st, 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: Diane Saunders.

CALL TO ORDER: (00:00:00)? No sound

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

REVIEW MINUTES: (00:02:35)

The Board reviewed the draft minutes from the October 31st, 2024, Regular Board Meeting.

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

OPERATORS REPORT: (00:03:30)

Distribution System (00:03:49)

1. We are continuing our installation of concrete around fire hydrants in the distribution system.
2. Jerry is back to work as of November 18th.
3. There have been no interruptions of service in the Water District.

Treatment System (00:05:15)

1. Our bacteriological testing has had no detectable amounts of coliforms this month.
2. Our Total Organic Compound test was 1.62 mg/l.
3. We had a power surge on November 10th at 2:00 am. This surge blew most of the 460-volt fuses in the water plant and destroyed the district's two raw water VFDs.
4. The water filter is running well and is producing excellent potable water.

FINANCIAL REPORT: (0:23:34)

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



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

BILLS TO BE PAID: (00:30:36)

Troy presented the bills to the Board. ****Motion**:** John Metschan moved to accept the bills as presented. Tom Prehoditch seconded the motion, which passed unanimously.
The last check number was 14498.

OLD BUSINESS: (00:31:35)

BOARD WORK PLAN TASKS:

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

- 1.1. Troy said he is working hard on the OWEB grant.
- 1.2. Troy said he is working on structuring a plan outlining the parcels and the stage at which the District proposes to purchase them to submit to Weyerhaeuser.
- 1.3. We have contracted with MRM Forestry for forestry services.
- 1.4. The District has received all the necessary paperwork from a Source Water Protection grant to cover the cost of appraisals of the watershed land the District wants to purchase.
- 1.5. Guy said he had discussions with Ted and Bob Schlichting concerning their property within the District's source water area.

2. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (00:37:04)

- 2.1. Troy said he signed the HBH contract to do the System Partnership study.
- 2.2. HBH will submit a timeline to Troy next week, and Troy will email the Board when it is received.
- 2.3. SIPP Grant funds will be used for this study.

3. GENERAL MANAGER'S EXEMPT STATUS: (00:38:24)

- 3.1. Brenda suggested creating an annual Critical Service & Maintenance/Emergency Bonus for Troy's critical work beyond his regular duties. She shared the outline of this bonus on her screen with the Board.
- 3.2. Brenda said Troy could legally be paid an hourly rate for the bonus twice a year.
- 3.3. Troy told the Board that he is owed comp, vacation, and sick time for prior work done for the District.
- 3.4. The Board asked Troy to create multiple annual reports showing what he was owed for comp, vacation, sick time, and his hourly wage from all prior years to the present so the Board could review what is owed Troy each year up to the present. Troy said he would make a spreadsheet with the data they requested.



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

- 3.5. Guy and Brenda said that what the District owes Troy for comp, vacation, and sick leave should be included in the annual budget.
- 3.6. Paul suggested adding a statement to the policy to increase the bonus amount in the event of a catastrophe or by resolution.
- 3.7. Guy wanted to know why the auditor didn't report this owed compensation to the Board in the audits. Troy said he would check in with the auditor about that.

4. PERSONNEL POLICY AND JOB DESCRIPTION UPDATE WITH HR

ADVANTAGE: (01:12:28)

- 4.1. Troy said HR Advantage is contracted for both jobs. One would involve using their personnel policy template, customizing it to the District's policy, and ensuring it is current, and the other would include updating job descriptions.
- 4.2. Troy said he is working with Rebecca from HR Advantage to complete these two contracts/jobs.

5. KEY MAN LIFE INSURANCE: (01:14:28)

5.1. John said he received a proposal for the Key Man Insurance policy from Hudson Insurance and forwarded it to the Board members.

5.2. ****Motion**:** Guy Sievert moved to accept the Key Man Life Insurance contract as presented. Tom Prehoditch seconded the motion, which passed unanimously.

NEW BUSINESS: (01:20:01)

1. BRENDA INTRODUCED GUEST DIANE SANDERS: (01:20:11)

1.1. Brenda introduced her guest, Diane Sanders, to the Board. Brenda said she would resign from the Board after finishing out her current term and asked Diane, who lives in Viking Estates, to observe this Board meeting and possibly consider becoming a future Board member.

2. CUSTOMER LATE FEE APPEAL 07/2024 BILLING: (01:22:50)

2.1. Joy explained that the customer mailed her bill in early August. The post office returned it to her in September, stating an undeliverable address, but it was the correct Water District address. The customer received a late fee and is requesting an appeal for that late fee.

2.1. ****Motion**:** Paul Bender moved to waive the \$15.00 late fee as requested. Tom Prehoditch seconded the motion, which passed unanimously.

3. DISCUSS BILLING SYSTEM LATE FEES DURING TRANSITION: (01:24:38)



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

- 3.1. Troy recommended the Board waive all late fees for the October 2024 water billing through and including the January 2025 water billing, as many customers either didn't get their email bills or were confused about their autopay.
- 3.2. ****Motion****: John Metschan Moved to waive all the late fees through the next billing cycle, January 2025, as recommended. Tom Prehoditch seconded the motion, which passed unanimously.

FUTURE MEETING DATES: (01:28:26)

The NRWD Regular Board meeting is set for Thursday, December 19th, 2024, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, January 30th, 2024, at 1:00 p.m. and Thursday, February 27th, 2025, at 1:00 p.m.

ADJOURNMENT: (01:29:48)

There being no further business, the meeting was adjourned at 2:30 pm. ****Motion****: John Metschan moved to adjourn this board meeting. Tom Prehoditch seconded the motion, which passed unanimously.

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

John Metschan, President

Brenda Freshman, Secretary