



Neskowin Regional Water District

PO Box 823

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.

December 19th, 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: (00:00:00)

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: (00:01:29)

The Board reviewed the draft minutes from the November 21st, 2024, Regular Board Meeting.

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

OPERATORS REPORT: (00:02:28)

Distribution System (00:02:58)

1. The District is continuing the installation of concrete around fire hydrants in the distribution system at a slower rate due to the weather.
2. The District is graveling and grading the entire water plant road.
3. The District has completed valve maintenance on all valves in the system.
4. Sixteen leaks were discovered during the meter reading on December 2nd. Guy asked if there was a device that he could use to monitor his own meter and alert him if he had a leak in his system. Troy said that he would check in with Kamstrup about that.
5. There have been no interruptions of service in the Water District.

Treatment System (00:09:25)

1. The District's bacteriological testing has had no detectable amounts of coliforms this month.
2. The Sahlali pump station has lost one of the two operating pumps due to mechanical failure, and we are installing the replacement.



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3. The District's General Manager will take his Level 3 Treatment Certification test in February.
4. The water filter is running well and is producing excellent potable water.

FINANCIAL REPORT: (0:14:28)

Troy reviewed the financial reports for the end of November 2024. He said that when he created the 2024-2025 tax income spreadsheet, the tax amounts were off by one column, so those tax-related reports must be corrected and returned to the Board for review.

BILLS TO BE PAID: (00:20:48)

Troy presented the bills to the Board. ****Motion****: Tom Prehoditch moved to accept the bills as presented. Guy Sievert seconded the motion, which passed unanimously. The last check number was 14541.

OLD BUSINESS: (00:31:30)

BOARD WORK PLAN TASKS:

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

- 1.1. Troy said he submitted the OWEB Source Water Protection grant for watershed land acquisition.
- 1.2. Troy said he is continuing to work on structuring a plan outlining the parcels and the stages at which the District proposes to purchase them for Weyerhaeuser. The next step would be to create a purchase and sales agreement.
- 1.3. The District's contracted forester will help determine an accurate estimate of the price of the Weyerhaeuser land.

2. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (00:42:10)

- 2.1. Troy said he put HBH in touch with the Horizon Hills and the Wi-Ne-Ma Water Districts, who are now collecting data for HBH. Troy said he had already given HBH the Neskowin Water District's data they requested.

3. GENERAL MANAGER'S EXEMPT STATUS: (00:42:57)

- 3.1. Troy said he created a spreadsheet with all his comp time and vacation time and sent it to the Board.
- 3.2. Paul said that Troy is considered a manager and a blue-collar employee because he spends so much time in the field. SAIF rates him as such.



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- 3.3. Paul said that Troy should continue with his nonexempt status because he is a manager and a blue-collar employee who works out in the field.
- 3.4. Guy said the Board needs to determine what is considered overtime for Troy.
- 3.5. Troy said he talked to Guy Holzworth, who told him District General managers were hired as Operators/General Managers because they are required to spend a lot of time out in the field, and that is why they were considered nonexempt.
- 3.6. The Board decided to contact the District's lawyer to discuss this.
- 3.7. Brenda, Paul, and Guy will have a Zoom meeting with the District's lawyer to discuss Troy's status.
- 3.8. The Board discussed having the Board Chair review the General Manager's time cards.

4. PERSONNEL POLICY AND JOB DESCRIPTION UPDATE WITH HR

ADVANTAGE: (01:11:08)

- 4.1. See in New Business:

NEW BUSINESS: (01:11:18)

1. THE NEED FOR TWO SICK TIME POLICIES: (01:11:24)

- 1.1. The Board discussed having two separate sick time policies: the District's regular sick time policy and the Oregon Leave sick time policy.
- 1.2. Troy said the Board initially decided to pay for the employee's portion of the Oregon Leave sick time policy.

2. LIMITS TO CARRY OVER VACATION TIME FOR DISTRICT EMPLOYEES: (01:22:58)

- 2.1. Troy discussed HR Advantage's suggestions for employee vacation time policies. HR Advantage suggested a limit of 240 hours for compensatory time (Comp Time).
- 2.2. Paul asked how the Board is supposed to carry the Comp and vacation time owed on the District's books. Troy said he had asked the district auditor but had not heard back as yet.
- 2.3. The Board discussed putting annual caps on vacation and comp time, and doing payouts to the employees at the end of each year.
- 2.4. Guy asked Troy to check with HR Advantage to see if Troy is supposed to get the same vacation and sick leave benefits as the rest of the employees.

3. ANNUAL REVIEW OF THE EMERGENCY RESPONSE PLAN: (01:41:40)

- 3.1. Brenda said she would review the Emergency Response Plan and bring that review back to the Board. Troy said he would email Brenda the link to an editable version of the Emergency Response Plan.



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4. RESOLUTION 2024-07 EMPLOYEE CHRISTMAS BONUSES: (01:44:00)

- 4.1. The Board discussed giving the District's employees a Christmas bonus from the Board's allotted compensation fund of \$50.00 per Board meeting.
- 4.2. ****Motion**** Tom Prehoditch moved to adopt Resolution 2024-07, A Resolution Adopting A Christmas Bonus For The Employees Of The Neskowin Regional Water District as amended. Guy Sievert seconded the motion, which passed unanimously.
- 4.3. The Board decided on \$225.00 per employee for Christmas bonuses this year.
- 4.4. ****Motion**** Tom Prehoditch moved to dispense Christmas bonuses to the four employees of the Water District in equal amounts of \$225.00 for a total of \$900.00. Paul Bender seconded the motion, which passed unanimously.

FUTURE MEETING DATES: (02:11:38)

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

ADJOURNMENT: (02:12:43)

There being no further business, the meeting was adjourned at 3:12 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