



Neskowin Regional Water District

PO Box 823

Neskowin, OR, 97149

Phone: (503)392-3966

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MINUTES

THE NESKOWIN REGIONAL WATER DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING.

March 31st, 2025

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

Commissioners Absent: None

Staff Present: Troy Trute

Public Present: Bill Busch

CALL TO ORDER: (00:00:13)

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: (00:00:25)

The Board reviewed the draft minutes from the February 27th, 2025, Regular Board Meeting.

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

OPERATORS REPORT: (00:01:27)

Distribution System (00:01:29)

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. We have cleaned the exterior of the Sahhali Reservoir.
3. Eleven leaks were discovered during the meter reading that occurred on March 3rd.
4. There was one an interruption of service in the Hawk Hills Subdivision from 10:00 am Friday the 21st to 4:00 pm Saturday the 24th. This was caused by a failed flange breaking on the outlet of the pumps at the Hawk Hills pump station.
5. There was an interruption of service along the beachfront properties in the South Beach area for two hours on Monday, the 24th. This was caused by a broken service line on Blue Heron Way.
6. On March 26th, we had a water main break near a valve cluster on Blue Heron Way in the South Beach subdivision. We returned service to 26 homes that evening, with two homes left without water due to them being directly served by the water main that broke. On March 27th, we were forced to shut off the 26 homes we had restored service to, to facilitate the repairs to the ruptured main. We returned service to the 26 homes at around 7:30 P.M. that



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night after repairing the broken water main and burying it. We could not turn the water on to the two homes directly attached to the broken water main at that time.

7. Troy told the Board that a customer was very upset about the water outage and wanted the Water District to implement a permanent fix so it wouldn't happen again. Troy suggested adding this permanent fix (replacing the water line) to the Capital Improvement Plan.

Treatment System (00:15:03)

1. The District's bacteriological testing has had no detectable amounts of coliforms this month.
2. The water filter is running well and is producing excellent potable water.

FINANCIAL REPORT: (0:17:22)

Troy reviewed the financial reports for the end of February 2025.

BILLS TO BE PAID: (00:19:48)

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 14632.

OLD BUSINESS: (00:22:26)

BOARD WORK PLAN TASKS: (00:22:26)

1. **Third Quarter Tasks: (January, February, March 2025):** (00:22:26)
 - 1.1. **Annual Review of the Personnel Policies:** (00:22:55)
 - 1.1.1. Troy said he is still reviewing this.
 - 1.2. **Review System Development Charges, Water Rates, and Wage Scale:** (00:22:32)
 - 1.2.1. Troy said he is still reviewing this.
2. **WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (00:25:13)
 - 2.1. Guy said the District is number one in the state for our category for the OWEB grant.
 - 2.2. Guy said that the Watershed Council will make a written comment on this grant.
 - 2.3. Brenda said that the OWEB staff pointed out that the District has the infrastructure, which is the relationship with the North Coast Land Conservancy, which is key.
3. **HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS:** (00:32:10)
 - 3.1. No news.
4. **EXECUTIVE SESSION TO REVIEW GENERAL MANAGER'S EMPLOYMENT CONTRACT:** (00:33:11)



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- 4.1. Since the District has a guest at the meeting, John Metschan suggested moving this topic to New Business.

5. PERSONNEL POLICY AND JOB DESCRIPTION UPDATES WITH HR

ADVANTAGE: (00:33:43)

- 5.1. Troy said he will discuss this at the April meeting.

6. ANNUAL REVIEW OF THE EMERGENCY RESPONSE PLAN: (00:34:37)

- 6.1. Brenda asked for one more month.

- 6.2. Brenda said she would schedule a meeting with Troy to discuss this in two weeks.

- 6.3. Guy thought Joy should be the central communications contact for the Board and Staff.
Troy thought Joy was already listed as the Communications Director for the Board and staff.

- 6.4. Tom suggested putting a hard copy of the public emergency plan in neighborhood central locations and in the emergency sheds.

- 6.5. Brenda suggested adding a list of where the hard copies of the public emergency plan can be found to the plan and asked Troy to send the Board the updated plan.

- 6.6. Brenda said she would update the District's internal emergency plan to reflect central communications.

- 6.7. Guy also suggested that the District create a list of simple instructions for the community members in an emergency.

7. UPDATE ON THE SOUTH BEACH MAIN EXTENSION PLAN: (00:50:22)

- 7.1. Troy said he has not yet received the completed engineering plans.

- 7.2. Troy said he added a boring project to the engineering plans since he could not get the requested easement.

- 7.3. Troy said he will get a cost-benefit analysis of the cost of boring under the customers' driveways instead of trenching and patching them.

- 7.4. Bill Busch said he could ask Road and Driveway for estimates on the cost of the driveway patches.

8. SAHHALI SOUTH AND SAHHALI SHORES WATER TOWER: (01:15:00)

- 8.1. Troy said he will be installing a mixer soon.

NEW BUSINESS: (01:15:15)



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1. SOUTH BEACH ROAD EASEMENT: (01:15:16)

1.1. Troy said the homeowner rejected the District's offer for the easement.

2. EXECUTIVE SESSION TO REVIEW AND APPROVE GENERAL MANAGER'S EMPLOYMENT CONTRACT: (01:16:19)

2.1. The Board went into executive session.

2.2. **Motion:** Paul Bender moved to accept the General Manager's Employment Contract as presented. Brenda Freshman seconded the motion, Guy Sievert abstained, and the motion passed.

3. DISCUSS FUTURE MEETING DATES: (Not recorded)

3.1. The NRWD Regular Board meeting is set for Thursday, April 24th, at 1:00 pm.

Subsequent NRWD Board meetings are tentatively set for Thursday, May 29th, 2025, at 1:00 p.m. The Budget Committee Meeting is set for Friday, May 23rd, 2025, at 4:00 pm.

ADJOURNMENT: (not recorded)

There being no further business, the meeting was adjourned. ****Motion**:** Paul Bender moved to adjourn this board meeting. John Metschan seconded the motion, which passed unanimously.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District

John Metschan, President

Brenda Freshman, Secretary