



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.**

April 24th, 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: None.

CALL TO ORDER: (00:02:42)

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: (00:04:09)

The Board reviewed the draft minutes from the March 31st, 2025, Regular Board Meeting.

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

OPERATORS REPORT: (00:04:46)

Distribution System (00:04:48)

1. Troy said services on Salem Street will be interrupted as he must replace a valve there.
2. Troy said services on Blue Heron Way in the Proposal Rock Loop area will be interrupted because he needs to put an extension on a hydrant and replace a valve there.
3. Troy said that when he receives parts for the Hawk Hills pump station, he will need to shut down water services there so he can do repairs.
4. The Board thought a month's notice was best for planned nonemergency outages.
5. The District is continuing the installation of concrete around fire hydrants in the distribution system.
6. We have brushed all easements in the District.
7. Eighteen leaks were discovered during the meter reading that occurred on April 2nd.

Treatment System (00:16:24)

1. The District's bacteriological testing has had no detectable amounts of coliforms this month.
2. We have a failed treated water pump that we will need to be repaired or replaced.
3. The water filter is running well and is producing excellent potable water.



Neskowin Regional Water District

PO Box 823

Neskowin, OR, 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

4. Troy said he is seeking the Board's approval to purchase a new trailer. *****Motion*****: Brenda moved to approve the purchase of a new trailer. Guy Sievert seconded the motion, which passed unanimously.

FINANCIAL REPORT: (0:19:24)

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

1. Troy and the Board discussed the decrease in water revenue and budgeted income for the fiscal year 2024-2025.

BILLS TO BE PAID: (00:38:44)

Troy presented the bills to the Board. *****Motion*****: John Metschan moved to approve bills as presented. Paul Bender seconded the motion, which passed unanimously.

The last check number was 14652.

OLD BUSINESS: (00:44:44)

BOARD WORK PLAN TASKS: (00:44:44)

1. SECOND QUARTER TASKS:(October, November, December 2024): (00:44:44)

1.1. Annual Review of the Emergency Response Plan. (00:44:44)

1.1.1. Brenda said the Board members' names and contact information needed to be updated in the Emergency Response Plan. Troy said he would update the information.

1.1.2. Brenda suggested updating the document whenever new Board members or employees are added.

1.1.3. Troy and the Board discussed Troy putting a message on his phone asking customers to call Joy when Troy is out in the field working to repair lines, etc.

1.1.4. Tom asked if a copy of the public Emergency Response Plan could be placed in all emergency supply sheds. Troy said he would.

1.1.5. This topic will be removed from the agenda as it is complete.

2. THIRD QUARTER TASKS: (January, February, March 2025): (00:55:31)

2.1. Annual Review of Personnel Policies: (00:55:31)

2.1.1. Troy said the personnel policies have been updated. *****Motion*****: Guy moved to approve the updated personnel policy. John Metschan seconded the motion, which passed unanimously.

2.2. Review System Development Charges, Water Rates, and Wage Scale: (01:01:45)

2.2.1. This topic was moved to the budget discussion topic in New business.

3. FOURTH QUARTER TASKS:(April, May, June): (01:01:46)

3.1. General Manager Performance Review. (01:01:48)



Neskowin Regional Water District

PO Box 823

Neskowin, OR, 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

- 3.1.1. Paul said he and John would do Troy's review within the next couple of weeks.
 - 3.1.2. Troy said he needs this done to complete the draft budget. Troy said he would send all Board members last year's review.
 - 3.2. Selection of an Auditor for the 24/25 Fiscal Year Audit. (01:05:27)
 - 3.2.1. ****Motion**** John Metschan moved to approve hiring Mid Valley CPAs to do the District's 2024-2025 fiscal year audit. Guy Sievert seconded the motion, which passed unanimously.
 - 3.3. Board Performance Review. (01:07:35)
 - 3.3.1. Troy said he would send the Board a Board Performance Review form.
 - 3.3.2. Brenda said that if the Board members send their completed forms to her by May 15, 2025, she can generate a report for the next Board meeting.
 - 3.4. Draft Annual Board Work Plan for the upcoming year. (01:10:52)
 - 3.4.1. John asked Troy to send him a copy of last year's Board work plan.
 - 3.4.2. John said that if the Board members have any suggestions, they can send them to him.
 - 3.5. Board Contributions to the Annual Report/Consumer Confidence Report. (01:11:50)
 - 3.5.1. Troy said that every year in May, the Board President or a Board member contributes to the report by writing a couple of paragraphs about the District.
 - 3.5.2. Troy said he could send the Board members last year's report. Previous reports are on the District's website.
 4. **WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (01:13:54)
 - 4.1. Troy said the District was awarded the OWEB grant.
 - 4.2. Troy said that this grant will allow him to contract for appraisals to purchase watershed land.
 - 4.3. Guy said the NRWD's grant application was the number one-rated application in the state.
 5. **HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS:** (01:17:44)
 - 5.1. No news.
 6. **UPDATE ON THE SOUTH BEACH MAIN EXTENSION PLAN:** (01:18:42)
 - 6.1. Troy said he has a one-hundred-percent engineering plan he is reviewing.
 - 6.2. Troy said a customer has an issue with the District cutting and trenching through his driveway and wants the District to do it another way.
 - 6.3. Troy said he has discussed this with the contractor and a boring company.
 - 6.4. Brenda suggested that Troy seek counsel from a land use attorney.
 - 6.5. Tom asked Troy to send the Board the engineering plan when he has finished reviewing.



Neskowin Regional Water District

PO Box 823

Neskowin, OR, 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

NEW BUSINESS: (01:27:35)

1. BUDGET DISCUSSION: (01:27:36)

- 1.1. Troy and the Board discussed the budget revenue shortfall caused by a decrease in water usage sales.
- 1.2. Troy said that the District's expenses are increasing, most of which are personnel expenses.
- 1.3. Troy recommended a fifteen percent rate increase.
- 1.4. John suggested that the District do a study of other water districts of a similar size to compare wage scales and compensation packages.
- 1.5. John said HR Answers told the District that a rate and compensation study would cost \$6,100.00 per person
- 1.6. Troy and the Board discussed putting some tax revenue into the general fund, as the District used to do.
- 1.7. The Board also discussed increasing the permanent tax rate and asked Troy to start that process.
- 1.8. Brenda suggested putting the topic of increasing the tax rate on the agenda and getting the public's thoughts on this.
- 1.9. Guy suggested raising the low usage rate by five percent, the medium usage rate by ten percent, and the high usage rate by fifteen percent.
- 1.10. Paul and John will contact four other water districts to compare their wages and compensation packages with the Neskowin Regional Water District's. He said they already have the Netarts Water District's information.
- 1.11. Troy said he needs to know if he needs to reduce employees' compensation as soon as possible to complete the budget.

2. DISCUSS FUTURE MEETING DATES: (02:02:18)

- 2.1. Subsequent NRWD Board meetings are tentatively set for Thursday, May 29th, 2025, at 1:00 p.m., Thursday, June 26th, 2025, at 1:00 pm, and Thursday, July 31st, 2025, at 1:00 p.m. The Budget Committee Meeting is set for Friday, May 23rd, 2025, at 4:00 pm.

ADJOURNMENT: (02:03:29)

There being no further business, the meeting was adjourned. ****Motion**:** Brenda Freshman moved to adjourn this board meeting. Tom Prehoditch seconded the motion, which passed unanimously.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District



Neskowin Regional Water District

PO Box 823

Neskowin, OR, 97149

Phone: (503)392-3966

Email: nrwd@neskowinwater.com

Web: www.neskowinwater.com

John Metschan, President

Brenda Freshman, Secretary

DRAFT