



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.**

June 4th, 2025 (The May 29, 2025 meeting was rescheduled)

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: (00:00:06)

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 via Zoom Meetings.

REVIEW MINUTES: (00:00:58)

The Board reviewed the draft minutes from the April 24, 2025, Regular Board Meeting.

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

OPERATORS REPORT: (00:02:22)

Distribution System (00:02:23)

1. The District is continuing the installation of concrete around fire hydrants in the distribution system.
2. We have cleaned and done maintenance on all reservoirs in the District.
3. We have installed a mixer at the Sahhali reservoirs.
4. We have installed a new hydrant and valve on Blue Heron Loop in the Proposal Rock Loop area.
5. The District is continuing the installation of concrete around fire hydrants in the distribution system.
6. Sixteen leaks were discovered during the meter reading that occurred on May 1st.

Treatment System (00:03:15)

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: (0:04:22)

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



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BILLS TO BE PAID: (00:15:39)

Troy presented the bills to the Board. ****Motion****: Paul Bender moved to approve bills as presented. Guy Sievert seconded the motion, which passed unanimously. The last check number was 14684.

Troy said he will be moving the District's banking from US Bank to Oregon Coast Bank.

OLD BUSINESS: (00:18:37)

BOARD WORK PLAN TASKS: (00:18:38)

1. THIRD QUARTER TASKS: (January, February, March 2025): (00:18:39)

1.1. Review System Development Charges, Water Rates, and Wage Scale: (00:18:42)

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

2. FOURTH QUARTER TASKS:(April, May, June): (00:18:58)

2.1. Board Performance Review. (0:19:02)

2.1.1. Troy said he would send Brenda the Board's Performance Review forms that the Board sent him.

2.1.2. Brenda, after she receives the Board's Performance Review forms from Troy, she will generate a report for the next Board meeting. Brenda asked if Troy could send her a text as well when he emails her the forms.

2.1.3. Guy asked if he, Tom, and Brenda could be sent a copy of Troy's performance review. Troy said he could send them his performance review. Guy noted that in the future, he would like the whole Board to receive Troy's review.

2.1.4. Tom said he thinks the Board should review all the employees' evaluations.

2.2. Draft Annual Board Work Plan for the upcoming year. (00:29:29)

2.2.1. John stated that he will complete this task before the next Board meeting.

2.2.2. John stated that if any Board members wish to make comments or additions to the Board Work Plan, they should send them to him as soon as possible.

2.2.3. John suggested that the Board Work Plan and Emergency Response Plans could be updated as needed by the Board, rather than reviewing them annually.

2.2.4. Tom asked if he could be sent a copy of the Board Work Plan. Troy said he would

3. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (00:31:22)

3.1. Troy stated that he is contracting with appraisers for the larger watershed purchase, for which the Business Oregon grant will fund.

3.2. Troy stated that he is currently awaiting funding approval for the appraisals from Business Oregon.

3.3. Troy said that he is working on a timeline schedule for OWEB.



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- 3.4. Troy stated that he has been in communication with Mike Kowalski regarding his interactions with Business Oregon and OWEB.
- 3.5. Troy is attempting to meet with Mike Kowalski to sign an easement for Lot 6700, which the District has already acquired, and to discuss the new watershed land purchase.
- 3.6. Guy stated that watershed protection was very popular with the Neskowin community, and it was the top item on the survey he sent out. Guy said that this survey could be used to apply for other grants for the District. Troy asked if Guy could send the survey results to him, and Guy agreed to do so.
- 3.7. Troy stated that the District has conducted extensive removal of invasive plants on the recently acquired watershed land and adjoining properties.

4. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (00:39:20)

- 4.1. Troy and the Board discussed this topic at length.
- 4.2. Guy suggested that Troy check in with Malory Olsen of Business Oregon about funding for the Horizon Hills and Wi-Ne-Ma Water District's upgrades.
- 4.3. It was decided that Troy would discuss the annexation with Tillamook County and with the owners of the Horizon Hills and Wi-Ne-Ma Water Districts.
- 4.4. Troy would let the owners of the Horizon Hills and Wi-Ne-Ma Water Districts know they would need to secure funding for the upgrades to their systems before the annexation.
- 4.5. Troy would search funding options and share that information with the owners of the Horizon Hills and Wi-Ne-Ma Water Districts.

6. UPDATE ON THE SOUTH BEACH MAIN EXTENSION PLAN: (01:18:07)

- 6.1. Troy asked the Board's approval to sign the contract for this project. ****Motion****: Guy moved to approve Troy signing the contract for this project. Tom Prohoditch seconded the motion, which passed unanimously.
- 6.2. Troy said he would send the finalized contract to the Board for their review.

NEW BUSINESS: (01:21:53)

1. RAISING THE DISTRICT'S PERMANENT TAX RATE AND WATER RATES:

(01:22:03)

- 1.1. Troy and the Board discussed increasing the District's permanent tax rate.
- 1.2. Troy recommended that the Board ask voters to approve an increase to the tax rate in May 2026 due to the increased costs for District projects.
- 1.3. Troy and the Board decided that Troy would receive the estimated current budget forecast by averaging the water usage of the last three years.



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1.4. Troy and the Board discussed a rate increase to cover the District's Budget income shortfall. Troy suggested increasing the base (Maintenance and fire suppression fee) from \$41.76 to \$50.00 per month.

1.5. Troy stated that he will send the Board the proposed rate increase and will require the Board's approval.

2. BOIL WATER NOTICES INSTRUCTIONS:(01:50:41)

2.2. Brenda had wanted this topic put on the agenda. The Board decided Joy could email customers boil water information if they asked.

3. DISCUSS FUTURE MEETING DATES: (01:52:41)

3.1. The 2025-2026 Budget Hearing meeting is scheduled for June 26, 2025, at 1:00 pm. Followed by the Regular Board meeting. The Rate Hearing Meeting is scheduled for July 31st 2025 at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, July 31st, at 1:00 pm, and Thursday, August 28th, 2025, at 1:00 p.m.

ADJOURNMENT: (01:53:23)

There being no further business, the meeting was adjourned. ****Motion****: Tom Prehoditch 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