



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [tnt@neskowinwater.com](mailto:tnt@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

### MINUTES

## THE NESKOWIN REGIONAL WATER DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING. FEBRUARY 26th, 2026

Commissioners Present: John Metschan, Guy Sievert, Paul Bender, Tom Prehoditch, and Diane Saunders.

Commissioners Absent: None.

Staff Present: Troy Trute and Joy Neufeld.

Public Present: None.

### CALL TO ORDER: (00:10:32)

President John Metschan called the regular Board meeting to order at 12:58 p.m. at the District's Frank E. Clanton Municipal Water Plant, located at 5880 S. Fairway Road, Neskowin, Oregon, and hosted remotely via Google Meet.

### REVIEW MINUTES: (00:10:33)

The Board reviewed the draft minutes from the January 29, 2026, Regular Board meeting.

**\*\*Motion\*\*:** Tom Prehoditch moved to accept the minutes as corrected, Guy Sievert seconded, and the minutes were approved unanimously.

### OPERATORS REPORT: (00:14:03)

#### Distribution System (00:14:07)

1. The District repaired a major leak on Blue Heron and Proposal Rock Loop. We will need to do further cleanup of the area.
2. Twenty-Five leaks were discovered during the meter reading that occurred on February 3rd.
3. Construction has finished on the District's South Beach Road Pipeline Extension project. All that is left is cleanup.
4. The District replaced a fire hydrant on Nescove Drive.

#### Treatment System (00:17:59)

1. The District's bacteriological testing has had no detectable amounts of coliforms this month.
2. The District's December 2025 PFAS testing has come back with no detectable amounts of PFAS in our water.
3. The water filter is functioning correctly and producing excellent, potable water.

### FINANCIAL REPORT: (00:19:50)

Troy reviewed the financial reports for the end of January 2026.

### BILLS TO BE PAID: (00:34:41)



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [tnt@neskowinwater.com](mailto:tnt@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

1. Troy presented the bills to the Board, which reviewed them.
2. A review of paid checks noted a liability insurance expense of \$29,500, which was higher than the predicted \$28,000.
3. The District received its first funds from the Cascade Head Ranch District Improvement Company in January, totaling \$1,587.00, which covers services for October and November.
4. The standard operational schedule involves one alternating employee spending an hour each morning, from 7:30 to 8:30, to complete Cascade Head's operation logs and chlorine residuals before arriving at the Neskowin Water District.
5. An expense of \$6,300 was noted for engineering required by ODOT to deepen an existing line, and it is anticipated that more engineering bills for this project will be received.
6. A large check for \$275,133.07 was signed, representing the majority of the remaining expense for the South Beach Road extension project, which is at 90% completion
  - 6.1. The original contract for the South Beach Road project was \$786,000, and subsequent change orders have resulted in the project being slightly over budget and time.
  - 6.2. The first change order added a valve to isolate a section, and the second was due to unexpected underground conflicts requiring a pipe movement and rock excavation.
  - 6.3. The third change order addressed issues with the high-pressure system's configuration due to inaccurate drawings regarding a 2-inch line connection.

### **OLD BUSINESS:** (00:43:09)

### **BOARD WORK PLAN TASKS:** (00:43:10)

1. **WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION:** (00:43:11)
  - 1.1. The sale process for Mike Kowalski's property is still underway, as he is meeting with their son and daughter to agree on the appraisal price. OWEB has also requested a rewrite of the district's forest management plan.
  - 1.2. Troy Trute confirmed that the appraiser is scheduled to appraise the Schlichting properties that the water district intends to purchase, which will provide a necessary price tag and valuation for the land.
2. **HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS:** (00:46:19)
  - 2.1. Troy has requested customer lists from both Winema Christian Camps and Horizon View Hills to determine the best annexation process (petition or vote).
  - 2.2. An NGO is assisting the District, and the finalized engineers' report contains numbers detailing the upgrades each water District faces. The legal status of Winema Christian Camp under Public Utility District supervision is being investigated by Guy and Troy, who are trying to determine whether this will affect the annexation process.
  - 2.3. The Board discussed the potential benefits of the annexation, noting that it would add to the District's tax base and user fees.
  - 2.4. Additionally, annexation could potentially allow the District to recalibrate its fixed tax rate and would add four wells, which could be used as an emergency water source.
  - 2.5. The advantage of annexation of the Winema water districts is that they would then be



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [tnt@neskowinwater.com](mailto:tnt@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

able to use the Neskowin Water District's ability to fund the liability of upgrading their systems through low-interest bonds publicly and use the tax base to cushion the blow. Unofficial communication with OHA and DEQ indicates that if the District applies for the state revolving loan fund, they could receive 50% funding for the upgrades.

- 2.6. Troy and the Board discussed the report, titled "System Partnership Study," which is 110 pages long, but the first 25 pages cover the essential information, including projected costs and benefits.
- 2.7. The engineer's report has limitations due to a lack of records from the other two Districts, requiring assumptions to be made about their assets. A cost-benefit analysis is still needed to include tax revenue, user fees, and potential loan forgiveness, which the current report does not fully quantify.
- 2.8. The strategy for meeting with the Winema Christian Camp's Board is to present the third-party engineering liabilities and the financial advantages of being annexed by the Water District. Troy Trute will send an invite to Guy Sievert to attend the upcoming meeting with the Winema Christian Camp's Board.

### 3. UPDATE ON SOUTH BEACH MAIN EXTENSION PLAN: (01:09:20)

- 3.1. This was discussed earlier in the meeting.

### 4. RATE REVIEW COMMITTEE: (01:10:52)

- 4.1. Tom said the revenue committee is waiting for Troy Trute to provide information regarding the projected budget and revenue for the next year.
- 4.2. A required vote on increasing the System Development Charge (SDC) fees, normally scheduled for the February Board meeting, has been delayed because the engineer has not yet provided the necessary cost price index number. Troy Trute expects to receive this number next week, which will allow for a resolution to raise SDCs to be passed in March 2026 instead of February 2026.
- 4.3. Troy said he has almost completed compiling information for the projected budget and revenue for the next year to share with the Board and Rate Review Committee.
- 4.4. The discussion included the possibility of implementing a resolution for an annual revenue increase, suggesting a range of four to five percent as reasonable for future estimates.

### 5. HARDSHIP POOL: (01:15:25)

- 5.1. Troy said the development of a hardship policy resolution is proving difficult due to challenges with implementing a means test for applicants. The current resolution draft does not include a means test, creating complexity in how Water District employees should assess the merits of a request.
- 5.2. The consensus was that means testing is likely not feasible, but a preliminary assessment could be made by staff and brought to the Board for a decision.
- 5.3. Troy said he will create a Hardship Resolution and bring it to the Board at the next



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [tnt@neskowinwater.com](mailto:tnt@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

Board meeting.

### **NEW BUSINESS:** (01:19:19)

#### **1. DISCUSS FUTURE MEETING DATES:** (01:20:11)

**1.1.** The next regular Board meeting is scheduled for Thursday, March 26<sup>th</sup>, 2026, at 1:00 pm. Subsequent NRWD Board meetings are tentatively scheduled for Thursday, April 30<sup>th</sup>, 2026, at 1:00 p.m., and Thursday, May 28<sup>th</sup>, 2026.

**1.2.** Guy suggested posting the agendas on the bulletin board at the Neskowin store.

#### **2. EMPLOYEE COMPENSATION AND POLICIES AND ODOT DISCUSSION - POSSIBLE EXECUTIVE SESSION:** (01:21:17)

**2.1.** Troy suggested that the Board go into executive session when discussing anything concerning employee policies and compensation, and the ODOT Discussion.

**2.2.** The Board decided to discuss the employee policies and go into executive session for the ODOT discussion.

#### **2.3. MANAGER PAID TIME OFF (PTO) CLARIFICATION:** (01:21:31)

**2.3.1.** Troy's use of PTO was discussed, as he felt he had been calculating it incorrectly by treating himself as an hourly employee.

**2.3.2.** Troy noted instances of working over 40 hours a week while still taking PTO for short absences.

**2.3.3.** Troy proposed adjusting his time sheets to reflect work time over a week or two-week period rather than daily hours, ensuring PTO is used only when weekly hours fall below 40.

#### **2.4. OVERTIME COMPENSATION FOR MANAGER:** (01:31:14)

**2.4.1.** Troy confirmed that his contract specifies a 50-hour work week with compensation at an overtime rate beyond that threshold.

**2.4.2.** The consensus was that the manager's overtime is intended for unexpected emergencies, like water leaks, which fall outside of their normal management duties, rather than for typical long days. The manager agreed that changing the current overtime provision, which pays him for extra hours only in excess of 50 hours per week, to one that pays overtime for emergency call-outs is very reasonable.

#### **2.5. PART-TIME EMPLOYEE OVERTIME POLICY (JOY'S SITUATION):** (01:31:23)



## Neskowin Regional Water District

PO Box 823

Neskowin, OR 97149

Phone: (503)392-3966

Email: [tnt@neskowinwater.com](mailto:tnt@neskowinwater.com)

Web: [www.neskowinwater.com](http://www.neskowinwater.com)

**2.5.1** The Board addressed the lack of a specific personnel policy for part-time employee overtime, noting a recent incident where Joy was paid overtime for work done on a Saturday.

**2.5.2.** State law was cited, indicating that overtime is not required until a part-time person exceeds 40 hours in a work week. However, the current personnel policy was interpreted to allow overtime pay for weekend duty, regardless of the 40-hour weekly threshold.

**2.5.3** The Board decided that, for part-time employees, time worked over 40 hours during the week, as well as any work on weekends or holidays, will be paid at time and a half. Troy Trute will update the personnel policy with this clarification and present it to the board for ratification.

**2.5.3** The discussion clarified that if a part-time employee works on a Friday, no overtime would be paid unless they exceed 40 hours total in the week.

**ADJOURNMENT:** (02:16:02)

There being no further business, the meeting was adjourned at 2:37 pm. **\*\*Motion\*\***: Guy Sievert 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

---

Diane Saunders, Secretary