



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.
MARCH 26th, 2026**

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

Commissioners Absent: None.

Staff Present: Troy Trute & Joy Neufeld.

Public Present: None.

CALL TO ORDER: (00:10:06)

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 was hosted remotely via Google Meet.

REVIEW MINUTES: (00:10:41)

The Board reviewed the draft minutes from the February 26th, 2026, Regular Board Meeting.

****Motion**:** Paul Bender moved to accept the minutes as presented. Diane Saunders seconded the motion, and the motion passed.

OPERATORS REPORT: (00:11:48)

Distribution System (00:11:54)

1. Fourteen leaks were discovered during the meter reading that occurred on March 4th.
2. Construction has finished on the District's South Beach Road Pipeline Extension project. Final Bill and project closeout documents are expected soon.
3. The District has installed six bollards in the Hills of Neskowin subdivision.

Treatment System (00:13:12)

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

FINANCIAL REPORT: (0:25:17)

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

BILLS TO BE PAID: (00:34:51)

Troy presented the bills to the Board, which reviewed them. Troy requested, and the Board agreed, that the monthly check detail end date be the 20th of each month.



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OLD BUSINESS: (00:49:14)

BOARD WORK PLAN TASKS:

1. Third Quarter Tasks: (January, February, March 2025): (00:49:23)

1.1. Appoint a Budget Officer: (00:49:23)

1.1.1. **Motion:** Paul Bender moved to elect Troy Trute as the Budget Officer for the 2026-2027 Budget. Diane Saunders seconded the motion, which was passed unanimously.

1.2. Recruit a Budget Committee: (00:50:19)

1.2.1. **Motion:** Guy Sievert moved to elect Steve Rubert, Aubrey Olson, Alex Sifford, Chris Silkowski, and Dave Benneth as the Budget Committee members for the 2026-2027 Budget. Tom Prehoditch seconded the motion, which was passed unanimously.

1.3. Annual Review of Personnel Policies: (00:51:34)

1.3.1. The Board reviewed personnel policies, specifically addressing a proposed edit concerning overtime compensation for part-time employees. Diane suggested using the word "Paid" instead of "reimbursed."

1.3.2. Paul clarified Troy's intent to start overtime after eight hours per day for non-exempt employees, but a concern was raised that this may be too generous compared to the standard state law of 40 hours per week.

1.3.3. It was confirmed that all non-exempt employees (both full-time and part-time) receive overtime pay for working on weekends or holidays, as this is already stated in the policy.

1.3.4. Troy Trute expressed concern that removing the eight-hour daily overtime incentive might make it more difficult to call employees in for emergency situations.

1.3.5. The Board decided that the policy document should be rewritten to clearly state that overtime is paid in excess of the 40-hour work week in both the full-time and part-time sections and asked Troy to revise and send the document to them, to be approved at the next meeting.

1.4. Review System Development Charges, Water Rates, and Wage Scales: (01:15:31)

1.4.1. Troy The Board reviewed Resolution No.2026-01, a resolution approving an updated system development charge. ****Motion**** Paul Bender moved to approve Resolution No. 2026-01, a resolution approving an updated system development charge Rate of \$13,638.87, an increase of 2.91%, effective April 1st, 2026.

1.4.2. Troy said the budget is near completion, and he is waiting until it is fully finished before sending the budget and a synopsis for the rate review to the Board and the revenue committee. Employee raises for the year have been set at 2.7%, based on the February-to-February Consumer Price Index increase.



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- 2. WATERSHED LAND PURCHASE - POSSIBLE EXECUTIVE SESSION: (01:21:50)**
 - 2.1. Troy said the lawyer is reviewing the easement documents.
 - 2.2. The lawyer approved using less descriptive language in the easement documents, which will allow the District to secure easements across properties that they own or manage without needing new ones every time a new property is acquired.
 - 2.3. A meeting with Mr. Kowalski to discuss the sale of his property has been rescheduled for next week.
 - 2.4. Troy contracted with Ben Hayes, a sustainable forester, to update their forest management plan, which is required to meet the requirements of the Oregon Watershed Enhancement Board (OWEB) for funding.
 - 2.5. Ben Hayes will also hire a forester to perform a timber cruise for the Schlichting timber to get a better view of the property's cost. The timber cruise is being paid for by an OWEB grant from a couple of years ago and was requested by the appraiser.

- 3. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (01:27:02)**
 - 3.1. Troy and Guy attended a meeting with the Winema Christian Camp's Board and distributed a document to give to them. Guy said the document discussed a potential win-win scenario for the Water District, the Winema Christian Camp, and Horizon View Hills, which was presented, noting that the camp has expressed a need for system improvements.
 - 3.2. The Board manager for the Christian camp indicated they would provide an answer on their willingness to proceed by the end of April, while Horizon View Hills has already decided they want the water district to take over operation and ownership of their system.

- 4. UPDATE ON THE SOUTH BEACH MAIN EXTENSION PROJECTS: (01:45:31)**
 - 4.1. The South Beach Extension project is completed, with Troy going back and forth with the contractor to finalize the documents and the final price tag.
 - 4.2. The project took longer than anticipated, finishing in March instead of the expected February, and the cost increased due to hitting more rock than predicted.
 - 4.3. The estimate was 60% soil and 40% rock, but the reality was closer to 70% rock and 30% soil, leading to increased hours and more expensive drilling equipment.
 - 4.4. Tom asked Troy whether the property owner on the South Beach pipe project signed off on the easement. Troy said he was unable to contact her, but would keep trying.
 - 4.5. Guy, Troy, and the Board discussed the District's exposed pipe on the washout on the northern tip of Proposal Rock Loop.
 - 4.6. Troy said he is working on easement negotiations between the NRSA and Mr. Walton.

- 5. RATE REVIEW COMMITTEE: (01:57:37)**



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5.1. There was no discussion on this topic.

6. HARDSHIP POLICY RESOLUTION: (01:57:37)

6.1. The Board discussed Resolution NO. 2026-02 A Resolution for Discharging a Bill Due to Financial Hardship.

6.2. Tom said he would like to change the wording in paragraph 2, “wishes to discharge” to “will consider discharging, and in paragraph 3, change the wording from “to discharge” to “consider discharging.” In paragraph 4, change the wording from “will discharge” to “will consider discharging.”

6.3. Diane also suggested changing the wording in paragraphs 1 and 2 from “financial hardship” to “current financial hardship.” Also changing the wording in paragraph 4 from the customer’s bill to the “customer’s current bill.” Diane also said that adding referrals to agencies that help people with financial hardship.

6.4. Troy said he would update the current resolution with the suggested changes and send it to the Board.

NEW BUSINESS: (02:02:39)

1. FUTURE MEETING DATES: (02:02:39)

1.1. The NRWD Regular Board meeting is set for Thursday, April 30th, 2026, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, May 28th, 2026, at 1:00 p.m. and Thursday, June 25th, 2026, at 1:00 p.m. The Budget Committee Meeting will be held in May 2026, but it is not scheduled yet.

ADJOURNMENT: (02:04:21)

There being no further business, the meeting was adjourned at 3:04 pm. ****Motion****: John Metschan moved to adjourn this board meeting. Diane Saunders seconded the motion, which passed unanimously.

Respectfully submitted,
Joy Neufeld
Recording Secretary, Neskowin Regional Water District

John Metschan, President

Diane Saunders, Secretary