



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.

APRIL 30th, 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: (00:09:06)

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: (00:09:16)

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

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

OPERATORS REPORT: (00:10:28)

Distribution System (00:10:33)

1. Twelve leaks were discovered during the meter reading that occurred on April 1st.
2. Construction has finished on the District's South Beach Road Pipeline Extension project. The final bill and project closeout documents are expected soon.
3. We have repaired three separate leaks on the 2" Poly water main on South Beach Court.
4. Our three South Beach Court leaks have caused two temporary water outages and led to one Boil Water Notice for the four homes served by the water main.

Treatment System (00:15:42)

1. The District's bacteriological testing has had no detectable amounts of coliforms this month.
2. We had a finished water Turbidimeter break on April 29th; we are replacing it with a newer model.
3. The water filter is functioning correctly and producing excellent, potable water.

FINANCIAL REPORT: (0:18:03)

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



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BILLS TO BE PAID: (00:23:47)

1. Troy said he received a couple of recommendations that he should seek a yearly contract with The Cascade Head Ranch CID, which might be separate from the one that the District currently has with them. This would mean including this revenue in the annual budget.
2. Troy said he would draft and submit a proposed yearly contract for Cascade Head labor services to the Board. Seek board input on the reasonableness of the contract terms.
3. Troy presented the bills to the Board, which reviewed and approved them.

OLD BUSINESS: (00:33:32)

BOARD WORK PLAN TASKS: (00:33:32)

1. Third Quarter Tasks: (January, February, March 2025): (00:33:32)

1.1. Annual Review of Personnel Policies: (00:33:39)

- 1.3.2. Troy discussed the proposed changes the Board shared with Troy to define (PTO) Part Time Off. ****Motion**** Paul Bender moved to approve the newest version of the Personnel Policies. Tom Prehoditch seconded the motion, which passed unanimously.
- 1.3.2. The Annual Review of the Personnel Policies will be removed from the agenda as this task has been completed.

1.2. Review System Development Charges, Water Rates, and Wage Scales: (00:40:33)

- 1.2.1. The review of the water rates will be discussed at the budget committee meeting.
- 1.2.2. The Budget Committee meeting is tentatively scheduled for May 12th at 2 p.m., as this appears to be the consensus time.

2. Fourth Quarter Tasks (April, May, June 2026): (00:42:03)

2.1. General Manager Performance Evaluation (Due May 1st): (00:42:03)

- 2.1.1. Possible Executive Session – Moved to the end of New Business.
- 2.1.2. The General Manager's performance review was completed by two Board members on Tuesday, resulting in the decision to retain the General Manager. Troy Trute was asked to share the details with the rest of the Board, and he agreed.

2.2. Select An Auditor For The Fiscal Year Audit: (00:44:37)

- 2.2.1. The Board agreed to continue using the current auditor (Koontz, Blasquez & Associates P.C.), a decision that did not require a formal resolution or vote.

2.3. Board Performance Evaluation: (00:45:02)

- 2.3.1. The Board decided to draft the annual work plan after receiving performance submissions, using the evaluations to identify any gaps that should inform the upcoming year's plan.
- 2.3.2. Troy said he would send the Board members a copy of last year's performance evaluation structure/template.



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2.4. Draft Annual Board Work Plan for the upcoming Year: (00:46:30)

2.4.1. This topic was discussed briefly in **2.3.1.**

Troy/Joy would update dates on the annual work plan template to reflect the upcoming year and send that to John.

2.5. Budget Development: (00:47:56)

2.5.1. Alex Sifford made a recommendation to negotiate a 2.5% COLA for employees, down from the budgeted 2.7%, as a gesture to control increasing labor costs.

2.5.2. The 2.7% figure was derived from February's annual Consumer Price Index for the western United States, and Troy Trute advised against the reduction, but deferred the discussion to the Budget Committee meeting.

2.6. Budget Committee Meeting:

2.6.1. This topic was discussed earlier.

2.7. Public Hearing For the Budget:

2.7.1. This topic was not discussed.

2.8. Budget Adoption:

2.8.1. This topic was not discussed.

2.9. Board Contribution to the Annual/Consumer Confidence Report:

2.9.1. This topic was not discussed.

3. WATERSHED ACQUISITION DISCUSSION: (00:55:34)

3.1. Possible Executive Session: (00:56:12)

3.1.1. The topic of the watershed acquisition was brought up for discussion, and the group opted to defer the matter to an executive session along with another executive question planned for the end of the meeting.

3.1.2. They established a procedure for closing the public portion of the meeting while allowing Troy Trute to continue the meeting in an executive session without recording it.

4. HORIZON HILLS & WI-NE-MA WATER SYSTEM ANNEXATIONS: (01:09:39)

Skipped over this, then returned to this topic.

4.1. Troy confirmed they had not yet heard from the Wi-Ne-Ma Board but had requested input from their director and the District's attorney to assemble a package for the water board to make decisions on the annexation.

4.2. Troy said that he contacted the Water District's attorney to get his input on this topic.

4.3. Troy said that he is creating a package that he will be presenting to the Board for them to start making decisions about these annexations.

4.4. Troy confirmed that they received a complete customer list from Horizon Hills.

5. UPDATE ON THE SOUTH BEACH MAIN EXTENSION PROJECTS: (00:57:17)



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5.1. The South Beach Extension project is essentially complete, and Troy is awaiting the final bill and project closeout documents to present to the Board.

6. RATE REVIEW COMMITTEE: (00:57:50)

6.1. A Revenue Review Committee meeting is being scheduled for early to mid-next week to discuss revenue matters further.

7. ODOT PROJECT: (00:58:12)

7.1. Butte Creek Project Status: (00:58:19)

7.1.1. Troy successfully negotiated the Butte Creek project bid with the contractor to be under \$50,000.

7.1.2. The project involves boring a new 2-inch line under Butte Creek to accommodate the new ODOT-required bridge, and Troy will need board ratification of the contract soon.

7.1.3. Troy requested permission to sign a contract if the final cost is below \$50,000, explaining that the Board can ratify it if the General Manager is granted signing authority.

7.1.4. Diane asked if it is common for the Oregon Department of Transportation (ODOT) to impose costs that small regional water districts must absorb due to tight budgets.

7.1.5. Troy confirmed that ODOT does.

7.1.6. Diane suggested informing legislators about this issue, particularly how it stresses small, rural water districts that are on tight budgets.

7.1.7. Guy agreed to look into writing to the former representative, David Gomberg, as well as the current House representative, concerning this issue

7.1.8. Diane and Guy discussed potentially sending a letter to legislative committees handling environmental issues or those related to ODOT, which is currently a hot topic due to an upcoming ODOT tax hike vote.

7.1.9. Diane offered to review any draft letter that Guy puts together regarding these ODOT issues.

8. HARDSHIP POLICY RESOLUTION: (01:12:10)

8.1. The Board discussed Resolution 2026-02 A Resolution for Discharging a Bill Due to Financial Hardship. ****Motion**** John Metschan moved to adopt Resolution 2026-02. Diane Saunders seconded the motion, which passed unanimously.

9. POTENTIAL PRESENTATION TO THE NESKOWIN COMMUNITY ASSOCIATION: (01:13:45)



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- 9.1.** Tom Prehoditch discussed the possibility of having representatives of the Neskowin Water District speak at the upcoming Neskowin Community Association (NCA) meeting on Memorial Day Sunday, as they had performed well at a previous NCA event. Guy Sievert volunteered to attend the meeting.

NEW BUSINESS: (01:14:47)

1. CUSTOMER APPEAL: (01:14:50)

- 1.1.** The Board discussed a customer appeal, noting that the customer had not requested leak forgiveness or any appeal in the past decade. ****Motion**** Tom Bender moved to approve the customer's appeal as presented. John Metschan seconded the motion, which passed unanimously.

2. PROPOSED CHANGES TO BACKFLOW TESTING POLICY: (01:16:17)

- 2.1.** Troy proposed a new approach for mandatory annual backflow device testing to save administrative time and reduce costs for customers.
- 2.2.** The current policy requires customers to arrange testing themselves, which causes administrative issues and state violations.
- 2.3.** The proposed plan is to contract with one company that already performs 90% of local testing, making the water district the single customer and billing the 50 affected customers for the service.
- 2.4.** The Board approved the new Backflow Testing plan that Troy presented. Troy said he would prepare to contract with American Backflow next year to conduct all 50 required customer tests. This arrangement saves time and reduces customer fees.

3. FUTURE MEETING DATES: (01:21:06)

- 3.1.** The NRWD Regular Board meeting is set for Thursday, May 28th, 2026, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for Thursday, June 25th, 2026, at 1:00 p.m. and Thursday, July 30th, 2026, at 1:00 pm. The Budget Committee meeting is tentatively scheduled for May 12th at 2 p.m.

ADJOURNMENT: (01:21:41)

There being no further business, the meeting was adjourned at 3:04 pm. ****Motion****: Paul Bender moved to adjourn this board meeting. Tom Prehoditch seconded the motion, which passed unanimously.

THE BOARD WENT INTO AN EXECUTIVE SESSION: (This was not recorded)

THE BOARD RETURNED FROM THE EXECUTIVE SESSION: (This was not recorded)



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1. The Board decided to give Troy a \$ 6,500.00 bonus as of 04/21/2026. ****Motion****: John moved to give Troy Trute \$6,500.00 bonus. Tom Prehoditch seconded the motion, which passed unanimously.
2. The Board decided to give Troy Trute Authority to negotiate purchasing the Southworth Property. ****Motion****: Guy Sievert moved to give Troy Trute the Authority to negotiate the purchase of the Southworth property. Tom Prehoditch seconded the motion, which passed unanimously.

ADJOURNMENT:

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

Diane Saunders, Secretary