

Heceta Water People's Utility District
87845 Hwy 101
Florence, Or 97439
September 18, 2018
Board of Directors' Meeting

1. CALL TO ORDER

President Rohner called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on September 18, 2018.

2. ROLL CALL

Directors Vito Coviello, Wendy Rohner, Alan Whiteside; Brittany Hornung of Buckwald Accounting; General Manager Carl Neville; Lead Operator Jeremy Moore; Vickie Kennedy. Director Debby Todd was absent.

3. PUBLIC COMMENT – There was no public comment.

4. APPROVAL OF MINUTES

ACTION: Director Whiteside made a motion to accept the minutes of the HWPUD Board of Directors' meeting of August 21, 2018 as presented. Director Coviello seconded the motion. Directors Coviello, Rohner and Whiteside voted aye. There were no nay votes.

5. PRESIDENT'S REPORT – President Rohner announced that she will not be able to attend the October Board meeting.

6. FINANCIAL REPORT – Brittany Hornung

Ms. Hornung reported that everything is going well.

ACTION: Director Whiteside made a motion to accept the financial report as presented. Director Coviello seconded the motion. Directors Coviello, Rohner and Whiteside voted aye. There were no nay votes.

7. STAFF REPORT – Carl Neville

GM Neville explained why revenues are up this month; we sold more water. He talked about how this affects the million gallon easement. He also explained the Leak Adjustment Program. The Master Plan will probably be done in late October. The Board will have an opportunity to talk to the Engineer about its influence on HWPUD.

8. UNFINISHED BUSINESS

a) Cross connection – Backflow Tester: Vickie reported to the Board that to get started in this program, it will cost the District about \$2,000. The first trainings available are in the first part of November and the first part of December. GM Neville's feelings are that even if the District does not actually do the testing, we will have a staff member that will understand what the testers are doing in our District.

b) Personnel Manual Committee Report: GM Neville reported that the committee met, with each member suggesting an area of clarification in the Personnel Manual. As soon as GM Neville hears from all committee members, he will send a copy of the revisions to the whole board and it will be voted on at the next meeting.

9. NEW BUSINESS

a) Record Retention Resolution – Resolution 2018-02 is a resolution implementing the County and Special District Records Retention Schedule established under the Administrative Rules of the Oregon Secretary of State, Archives Division, Chapter 166, Division 150.

ACTION: Director Coviello made a motion to adopt the Record Retention Resolution 2018-02.

Director Whiteside seconded the motion. Directors Coviello, Rohner and Whiteside voted aye.

There were no nay votes

b) Approval of Collard Lake PRV –

ACTION: Director Whiteside made a motion to accept the Engineer's recommendation to award the contract for the Collard Lake PRV and to allow GM Neville to execute the contracts. Director

Coviello seconded the motion. Directors Coviello, Rohner and Whiteside voted aye. There were no nay votes.

10. ITEMS NOT ON AGENDA

Vacant seat on the Board of Directors – after receiving Mr. Del Fava's written resignation, there is an empty seat on the Board. The Board directed Vickie to contact Crystal Farnsworth who is on the November ballot to see if she would be willing to fill that seat a few months early.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

Change November meeting due to conflict with the Thanksgiving holiday.

Schedule Christmas party.

Vote on person who will fill the rest of Mr. Del Fava's tenure.

12. ADJOURNMENT

The meeting was adjourned at 4:39 pm.