

Heceta Water People's Utility District  
87845 Hwy 101  
Florence, OR 97439  
January 19, 2021  
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 January 19, 2021.

2. ROLL CALL

Directors Crystal Farnsworth, Debby Todd, Wendy Rohner, Alan Whiteside and Mary Kauffman; Secretary of Record Mike Buckwald; General Manager Carl Neville, and Cindy Spinner

3. OATH OF OFFICE

Directors Rohner and Kauffman took an oath of office as newly elected directors.

4. ELECTION OF OFFICERS

ACTION: Director Farnsworth nominated Wendy Rohner as President. Director Todd seconded the motion. Directors Farnsworth, Todd, Rohner, Whiteside and Kauffman voted aye. There were no nay votes. Director Rohner nominated Debby Todd as Vice President. Director Farnsworth seconded the motion. Directors Farnsworth, Todd, Rohner, Whiteside and Kauffman voted aye. There were no nay votes. Director Rohner nominated Crystal Farnsworth as Secretary/Treasurer. Director Todd seconded the motion. Directors Farnsworth, Todd, Rohner, Whiteside and Kauffman voted aye. There were no nay votes.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

ACTION: Director Farnsworth made a motion to accept the minutes of the HWPUD Board of Directors' meeting of October 20, 2020 as presented. Director Todd seconded the motion. Directors Farnsworth, Todd, and Rohner voted aye. There were no nay votes. Director Whiteside and Kauffman were not present.

7. PRESIDENT'S REPORT

President Rohner welcomed everyone back and Director Kauffman to the Board. She reminded everyone that Vito is no longer on the Board, this is Vickie Kennedy's last month, and today is Vickie's last day in the office.

8. FINANCIAL REPORT

Secretary of Record, Mike Buckwald reported that everything looks good, water revenue is coming in as scheduled, but there were some unusual expenditures that have occurred. President Rohner inquired about the unexpected expenses and if money had to be transferred from other accounts. Mr. Buckwald responded that there were some added expenses that GM Neville could expand on, such as the Rate Study. GM Neville stated we applied for a \$20,000

grant for the Rate Study. Mr. Buckwald reminded the Board of the Ocean View Lane easement expense, not anticipated when preparing the budget.

ACTION: Director Todd made a motion to accept the financial report of December 2020 as presented. Director Farnsworth seconded the motion. Directors Farnsworth, Todd, and Rohner voted aye. There were no nay votes. Director Whiteside and Kauffman were not present.

#### 9. STAFF REPORT

GM Neville reported that January would normally be the mid-year Budget review but with Covid-19 a written financial review will be sent to Budget Committee members via email later this week. President Rohner inquired about if new meter installs is what we expected. GM Carl explained we have only installed three when we expected to complete 12 for the year. GM Carl went on to explain one of our major builders has slowed down this year which impacted how many meters we installed. President Rohner asked if we marked the lines incorrectly when Central Lincoln PUD cut our service line installing new power poles. GM Carl explained we did mark the lines based on mapping that was incorrect, however PUD also cut telephone lines. Small service lines are hard to detect with GPR tool. Director Todd asked about the status of our worker with Covid-19 and if any others' have gotten the virus. GM Carl gave update on status of the employee returning to the work and his symptoms. President Rohner asked about permits to continue plant project. GM Carl informed Board that County planners requested second package from engineer, who attempts to find out what is needed and it takes two to three weeks to get answers. Planning department is working remotely and building department added a swing shift to separate people, causing a hassle during this time.

#### 10. UNFINISHED BUSINESS

No there was no unfinished business.

#### 11. NEW BUSINESS

GM Neville sent expired Inter-governmental Agreement with the City of Florence to the attorney and it is fine how it is but if the Board wishes to continue with the agreement and make any changes, we will resubmit to the attorney. If no changes we can submit direct to the City. Director Whiteside asked if any changes have occurred in prior 10 years that would require changes to this agreement. Director Farnsworth asked if there were ever a need to exchange water with the City. GM Neville indicated that we have not in an emergency situation but 4-5 years ago City had to shut down a line where we had to back feed two hydrants for a four hour period. It was good practice for our crew. Director Rohner asked if the District could provide water for entire City of Florence. GM Neville indicated we could but would need to curtail both our customers and City. President Rohner pointed out that agreement stated both parties would come together and agree conducive to help out and hopes City would reciprocate. President Rohner asked GM Neville if he had any concerns, of which he had none. Director Todd stated that both entities made it open enough so no advantages could be taken. GM Neville indicated that 10 years was good to enter into agreement.

ACTION: Director Farnsworth made a motion to accept the Inter-governmental Agreement with the City of Florence as presented. Director Whiteside seconded the motion. Directors Farnsworth, Todd, Rohner, Whiteside and Kauffman voted aye. There were no nay votes.

#### 12. ITEMS NOT ON THE AGENDA

GM Neville would like to ask Steve Donovan to come down and present the Rate Study next month. Director Kauffman inquired about change to billing cycle not included in rate study. GM Neville explained that monthly billing would help identify water loss faster and reduce leak adjustment credits. With updated equipment, there is a reduction in time spent to read meters as Operators are completing in 20 hours instead of a full week. Monthly billings would increase postage expense but potentially offset with less leak adjustment credits issued. President Rohner asked how much refunds have been credited for the year. GM Neville will report both leak adjustment credits and postage expense, once calculated.

#### 13. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) Rate Study at Special Meeting presented by Steve Donovan
- b) Xpress Bill Pay presentation will be in February's regular meeting

#### 14. ADJOURNMENT

The meeting was adjourned at 4:35 pm