

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
November 21, 2017
Board of Directors' Meeting

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES (Action Item)
5. PRESIDENT'S REPORT (Information Item)
6. FINANCIAL REPORT – Mike Buckwald (Action Item)
7. STAFF REPORT – Carl Neville (Information Item)
8. UNFINISHED BUSINESS
 - a. Personnel Policy
 - b. Resolve 'Old' Minutes
9. NEW BUSINESS
 - a. Resolution 2017-04 – Amending Resolution 2017-03 Making Appropriations for 2017-18
 - b. Procedure for Paying Bills
 - c. Replace Board Member
 - d. Holiday Party
10. ITEMS NOT ON THE AGENDA
11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS
12. ADJOURNMENT

*Public Comment is limited to 3 minutes. The Board has the right to ask disruptive attendees to leave the meeting.
The Board may choose not to respond to comments and lack of response does not indicate support or disagreement.*

Heceta Water People's Utility District
87845 Hwy 101
Florence, Or 97439
October 17, 2017
Board of Directors' Meeting

1. CALL TO ORDER

Vice President Gesik called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on October 17, 2017.

2. ROLL CALL

Directors Chuck Gesik, Debby Todd and Alan Whiteside; General Manager Carl Neville, Lead Operator Jeremy Moore and Vickie Kennedy. Directors Vito Coviello, Wendy Rohner and Secretary of Record Mike Buckwald were absent.

3. PUBLIC COMMENT – Vickie Kennedy presented Cindy Estes a plaque of appreciation for her 30 years of service.

4. APPROVAL OF MINUTES

ACTION: Director Todd made a motion to accept the minutes of the HWPUD Board of Directors' Special Meeting of September 19, 2017 as presented. Director Whiteside seconded the motion. Directors Gesik, Todd and Whiteside voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

No report.

6. FINANCIAL REPORT

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

7. STAFF REPORT – Carl Neville

There were no leak adjustments given in September. Lane County is willing to do the paving on Mercer Lake Road, saving the District up to \$20,000. GM Neville was credited with building great rapport with county officials.

8. UNFINISHED BUSINESS

a. Personnel Policy to be covered at November Board Meeting

9. NEW BUSINESS

a. Resolution 2017-04 – Approve Re-Transcribed Minutes

Director Todd was concerned about the correctness of the re-transcribed minutes. She asked that the District's attorney look at the minutes

ACTION: Director Whiteside made a motion to approve the Resolution 2017-04. There was no second. Staff will consult with Attorney Elsner about the minutes. This subject will be readdressed at the next board meeting.

10. ITEMS NOT ON AGENDA

None

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

None

12. ADJOURNMENT

The meeting was adjourned at 4:18 pm.

ABSENT
Wendy Rohner, President

ABSENT
Vito Coviello, Board Member

Chuck Gesik, Vice President

Alan Whiteside, Board Member

Debby Todd, Secretary/Treasurer

MEMORANDUM

Heceta Water PUD

Date: November 16, 2017

To: Board of Directors

From: Carl Neville
General Manager

RE: STAFF REPORT FOR October 2017 (November 21st BOARD MEETING)

October Staff Production

- Service Orders- 37
- New Meter Installations- 1, Dunewood Dr.
- Meter Replacements- 3
- Utility Line Locates- 14
- Service Line Leaks- 0
- Main Line Leaks- 0
- High Usage Complaints (leak audits) - 0
- Water Quality Complaints- 0
- High/Low Pressure complaints- 0
- County Facility Permits- 0
- Monthly Leak Adjustments given- 5 totaling \$694.31

WATER PRODUCTION

October 2017

Raw- 11.6 MG Finished- 10.6 MG (October 2016 – 9.7 MG)
 Averages- 0.37 MGD 0.34 MGD
 BW-Flush Water Used - 1.0 MG or 8.6% (October 2016 .5 MG or 4.9%)

Clear Lake Daily Maximum - 0.712 daily for calendar year of 2017

October 2017 collections were \$199,488. October 2016 collections were \$186,645 +\$43,734 Collected over 2016/2017 fiscal year at this time

Projects for October 2017

1. Mercer Lake Road Main Leak

While driving the morning route, Operator-in-training Alex Caisse, noticed water bubbling out of Mercer Lake Road. Upon inspection it was determined to be a District main leak. This location was 150 feet east of the main leak of Thanksgiving weekend 2016, and located just outside of one of the proposed water line replacement sections. Staff shut down and drained the 6 inch ac line. Excavation was by hand due to location and staff levels. An 18 inch long stainless steel repair band was installed and the main was slowly re-pressurized. A precautionary boil order was issued to surrounding neighbors until a absent coliform sample was confirmed 32 hours later.

2. Boy Scout Camp Emergency Water

Members from the Boy Scout camp south of town contacted me about 11:30 at night in need of emergency water. The camp was hosting approximately 300 people when their water system suffered an extreme failure, a 4500 gallon tank rupture. Their volunteers performed repairs to the tank and I assisted with a transfer pump set up and filling water tanks at the District office. With District involvement, their guests were unaffected during the event.

3. Security system upgrade

Stanley Security installed 16 cameras in and around the District's office and treatment plant. This replaced the failed, unsupported 9 camera co-ax system installed in 2007. With the belief knowledge is power, our staff installed all new C5E wiring to pre-determined locations. This also saved the District money keeping some labor in-house. With the new system, Jeremy Moore and I received smart phones from Verizon with an app that can log in and view all 16 cameras at any time. This allows us to first view the facilities before responding to a security alarm after hours. We are also able to oversee employee actions from offsite locations. This will help with Operators-in-Training and probationary employees.

4. Colorimeter replacement

The treatment plant finished water chlorine meter suffered a failed colorimeter after hours. The colorimeter is the part in the chlorine meter

that measures transparency of an automatically prepared sample of finished water. The District cannot produce any water without this part. Due to Jeremy Moore's foresight, we now keep this part on our shelf. It only took a few minutes to replace and put the meter back on line. A new replacement was ordered the next morning.

Mercer Lake Road: Lane County has approved paving our locations proposed with one exception. They want us to expand one of our locations several hundred feet. Dyer Partnership has been asked to assemble drawings and a bid packet. My hope is to send out for bids in December and start work in January 2018.

11/17/17

Rustic Water Line: Dyer Partnership has drafted plans and is applying for Oregon Health Authority acceptance. Bids will be sent out in early December with work to start immediately.

11/17/17

Master Plan: Staff is gathering more information on fire hydrant pressures, and verifying water main size not clearly defined on old District maps.

11/17/17



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RESOLUTION NO. 2017-04

A RESOLUTION AMENDING RESOLUTION 2017-03, MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2017/2018.

The Board of Directors of Heceta Water People's Utility District, on the 21st of November, 2017, during regular meeting.

WHEREAS: On 20th of June 2017, the Heceta Water People's Utility District passed resolution 2017-03, adopting a budget and making appropriations for fiscal year 2017/2018; and

WHEREAS: A common situation in which appropriations are transferred from one category to another within a fund is when a specific need is identified for money that was budgeted and appropriated as operating contingency. To make the expenditure, the appropriation authority must be transferred from the contingency category to the appropriation category from which it will be expended. The contingency appropriation is reduced and the receiving appropriation category is increased by the same amount so the fund remains in balance; and

WHEREAS: Appropriations can be transferred during the fiscal year from one fund to another fund by resolution or ordinance. A transfer of resources is also sometimes required when appropriations are moved between funds. Resources by themselves cannot be transferred between funds by resolution.

NOW, THEREFORE, THE HECETA WATER PEOPLE'S UTILITY DISTRICT RESOLVES AS FOLLOWS:

1. The Heceta Water People's Utility District Board of Directors, approve a transfer of appropriation authority from the General Fund's "Operating Contingency" to the General Fund's "Transfer to Equipment Replacement Fund".
2. The Heceta Water People's Utility District Board of Directors, approve an increase of appropriation authority in the Equipment Replacement Fund's "Transfers received from the General Fund", with a corresponding increase in the Equipment Replacement Fund's "Capital Outlay", in the amount of \$200. The purpose of the expenditure is for additional payments due for the security camera upgrade that were in excess of the original bid prepared during the budget.

Adopted by the Board of Directors this 21st day of November, 2017.

President, Board of Directors

Vice President, Board of Directors