

Heceta Water People's Utility District
87845 Hwy 101
Florence, Or 97439
January 16, 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 January 16, 2018.

2. ROLL CALL

Directors Vito Coviello, Scott Del Fava, Wendy Rohner, Debby Todd, Alan Whiteside; Secretary of Record representative Brittany Hornung; General Manager Carl Neville, Lead Operator Jeremy Moore and Vickie Kennedy.

3. PUBLIC COMMENT – There was no public comment.

4. APPROVAL OF MINUTES

ACTION: Director Todd made a motion to accept the minutes of the HWPUD Board of Directors' meeting of December 19, 2017 as presented. Director Coviello seconded the motion. Directors Coviello, Del Fava, Rohner, Todd and Whiteside voted aye. There were no nay votes.

Director Todd made a motion to accept the minutes of the Special HWPUD Board of Directors' meeting of December 19, 2017 as presented. Director Coviello seconded the motion. Directors Coviello, Del Fava, Rohner, Todd and Whiteside voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

President Rohner reminded Directors that when they are out in the public and they express their opinion, they need to clarify with their 'audience' that they are expressing their opinion only. President Rohner also introduced Brittany Hornung as Secretary of Record Mike Buckwald's substitute with Mr. Buckwald's strong vote of confidence in her knowledge of HWPUD's financial situation.

6. FINANCIAL REPORT

Ms. Hornung reported that the financial health of HWPUD is good, that all categories are within their budgeted amounts. She reported that her company checks those balances every week.

ACTION: Director Todd made a motion to accept the financial report as presented.

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

a. Extension of Audit Report – There were two reasons for the need for an extension request. The auditors needed to follow the Single Auditor's Act. They also had to officially close Heceta Water District's books. These reasons added a level of difficulty to the audit process this year.

b. 2016-17 Audit Report

ACTION: Director Coviello moved that the 2016-17 Audit prepared by Signe Grimstad be approved. Director Todd seconded the motion. Directors Coviello, Del Fava, Rohner, Todd and Whiteside voted

aye. There were no nay votes.

c. Signature Card – President Rohner asked about whether all Board members needed to sign new signature cards or just Director Del Fava. Ms. Hornung will follow up on the next step.

7. STAFF REPORT – Carl Neville

GM Neville explained that the new employees did a lot of brush cutting in December, learning about the District and preparing for meter reading. Richard Perkins has retired, so GM Neville's efforts in working with the county to pave roads that the District is working on have fallen through. GM Neville is starting over with Lane County's Orin Schumacher.

8. UNFINISHED BUSINESS

a. Election Cycle – Vickie explained HWPUD is on an election cycle occurring during the even numbered years. This year, 2018, three seats are up for election in November – 1, 2 and 5. She will let Board members know when she gets the information from Lane County.

9. NEW BUSINESS

a. Appoint Budget Officer

ACTION: Director Rohner made a motion to appoint GM Neville as the Budget Officer. Director Todd seconded the motion. Directors Coviello, Del Fava, Rohner, Todd and Whiteside voted aye. There were no nay votes.

b. Harbor Vista Campground – Vickie reported that Harbor Vista Campground will continue to be under the ownership and direction of Lane County. Some of the Directors were contacted by customers expressing their concern that the City will take Harbor Vista over. If the city takes over Harbor Vista, our agreement concerning Harbor Vista with the County will end.

10. ITEMS NOT ON AGENDA

Director Whiteside wanted to know the status of the Personnel Policies and Procedures manual. It was finalized at the December meeting. Vickie will make sure he gets a copy of that finalized document.

President Rohner informed the Board that she is on call to care for her grandchildren. She will keep the Board and staff informed.

GM Neville updated the information about the Special Meeting scheduled for January 30. The date may need to be changed to January 31. He will let Board members know as soon as he gets the update from the attorneys.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

12. BOARD TRAINING – SDAO's Powers and Protections

13. ADJOURNMENT

The meeting was adjourned at 5:25 pm.

