

Heceta Water People's Utility District  
87845 Hwy 101  
Florence, OR 97439  
October 16, 2018  
Board of Directors' Meeting

1. CALL TO ORDER

Vice President Coviello called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on October 16, 2018.

2. ROLL CALL

Directors Vito Coviello, Debby Todd and Alan Whiteside; Michael Buckwald of Buckwald Accounting; General Manager Carl Neville; Lead Operator Jeremy Moore; Vickie Kennedy. In the audience was Crystal Farnsworth. Director Wendy Rohner was absent.

3. PUBLIC COMMENT – There was no public comment.

4. ACCEPTANCE OF VOLUNTEER FOR BOARD OF DIRECTOR SUBDIVISION #5

ACTION: Director Todd made a motion to accept Crystal Farnsworth to fill Subdivision Seat #5 after Scott Del Fava's resignation in September. Director Whiteside seconded the motion. Directors Coviello, Todd and Whiteside voted aye. There were no nay votes.

4. APPROVAL OF MINUTES

ACTION: Director Todd made a motion to accept the minutes of the HWPUD Board of Directors' meeting of September 18, 2018 as presented. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Todd and Whiteside voted aye. There were no nay votes.

5. PRESIDENT'S REPORT – There was no President's Report.

6. FINANCIAL REPORT – Michael Buckwald

Mike reported that everything is going well. There were two checks included to transfer funds according to the annual budget. The District did receive over \$2,000 from past tax bills due to HWD. ACTION: Director Whiteside made a motion to accept the financial report as presented. Director Farnsworth seconded the motion. Directors Coviello, Farnsworth, Todd and Whiteside voted aye. There were no nay votes.

7. STAFF REPORT – Carl Neville

Staff is getting ready for the rainy winter. Master Plan will be discussed at the November meeting. GM Neville discussed the update on the Plant. Director Coviello asked about an update on the Personnel Policies and Procedures. GM Neville stated that he is waiting for information from LCOG about the Salary Survey that they are doing for us.

8. UNFINISHED BUSINESS

There is no unfinished business.

9. NEW BUSINESS

a) Preventative Maintenance Policy – Vickie explained SDIS’s Best Practices Program that incorporates this policy.

ACTION: Director Todd made a motion to adopt the Preventative Maintenance Policy with changes that include directly naming the General Manager as responsible for the management of this program. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Todd and Whiteside voted aye. There were no nay votes.

10. ITEMS NOT ON AGENDA

November’s meeting date has been changed to November 27<sup>th</sup>, due to Thanksgiving being the same week as the regularly scheduled meeting.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

Personnel Policies and Procedures and Benefit Package  
Schedule Christmas party.

12. ADJOURNMENT

The meeting was adjourned at 4:25 pm.

\_\_\_\_\_ ABSENT \_\_\_\_\_  
Wendy Rohner, President

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Alan Whiteside, Board Member

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Vito Coviello, Vice President

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Crystal Farnsworth, Board Member

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Debby Todd, Secretary/Treasurer