

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
January 15, 2019
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 15, 2019.

2. ROLL CALL

Directors Vito Coviello, Crystal Farnsworth, Wendy Rohner Debby Todd, and Alan Whiteside; General Manager Carl Neville; Secretary of Record, Mike Buckwald; Lead Operator Jeremy Moore; Vickie Kennedy; District Engineer Aaron Speakman and James Parmenter of Dyer Partnership. Pat Whiteside was in the audience.

3. OATH OF OFFICE

Directors Todd, Whiteside and Farnsworth took an oath of office as newly elected directors.

4. ELECTION OF OFFICE

ACTION: Director Todd nominated Wendy Rohner as President. Director Farnsworth seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. Director Rohner nominated Vito Coviello as Vice President. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. Director Rohner nominated Debby Todd as Secretary/Treasurer. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye.

5. PUBLIC COMMENT – There was no public comment.

6. APPROVAL OF MINUTES

ACTION: Director Coviello made a motion to accept the minutes of the HWPUD Board of Directors' meeting of December 11, 2018 as presented. Director Farnsworth seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

7. PRESIDENT'S REPORT – President Rohner expressed appreciation for SDAO's George Dunkle's presentation on January 15 and to the Board for attending.

8. FINANCIAL REPORT –

Mr. Buckwald reported that here at mid-term, everything is in order. The Board also needs to approve the audit. He talked about how our accounts are protected. There is another layer of protection that can be used to verify checks written called Positive Pay.

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

ACTION: Director Todd made a motion to accept the audit as corrected. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Rohner Todd and Whiteside voted aye. There were no nay votes.

ACTION: Director Farnsworth moved that the accountant use OPB's Positive Pay program as explained. Director Todd seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

9. STAFF REPORT – Carl Neville

GM Neville reported that the Collard Lake Road PRV replacement work has begun. There is soft pipe in the area, and the contractors have instructed to lay some new pipe in when they do the tie-in.

10. UNFINISHED BUSINESS

a) Master Plan – Aaron Speakman and James Parmenter gave an overview of the plan. There was discussion and instruction about how the Directors could comment and question the engineer about the draft that the Board received tonight.

b) Backflow Testing – Jeremy Moore recommended that District do all testing on new installed devices for free, then be put on the tester list so that customers have a choice. The estimated cost for the District to do the testing is about \$35.

c) Lease Fleet – GM Neville contacted some businesses about the cost of leasing trucks for the District's use. His recommendation is that we continue our current practice of in-house truck maintenance. The Board agreed.

d) Office Improvement/Deferred Maintenance – GM Neville has contacted several contractors on repairing the office/shop as opposed to rebuilding it. He would like the Board to agree to allow him to use up to \$10,000 to maintain the building.

ACTION: Director Farnsworth made a motion to authorize GM Neville to use up to \$10,000 to do maintenance work on the office/shop. Director Todd seconded the motion. Directors Farnsworth, Rohner, Todd and Whiteside voted aye. Director Coviello voted nay.

e) Compensation Survey – paperwork given to Board to look over. This item will be on the February agenda.

11. NEW BUSINESS

There was no new business.

12. ITEMS NOT ON AGENDA

13. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

Budget Review at February Board Meeting

Compensation Survey

Budget Officer

14. ADJOURNMENT

The meeting was adjourned at 6:15 pm.