

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
February 19, 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 February 19, 2019.

2. ROLL CALL

Directors Vito Coviello, Crystal Farnsworth, Wendy Rohner Debby Todd, and Alan Whiteside; Budget Committee Members Peter Boyer, Larry Friberg, and Karen Sievers; General Manager Carl Neville; 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 January 15, 2019 as presented. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

5. PRESIDENT'S REPORT – There was no report.

6. FINANCIAL REPORT –

On behalf of Buckwald Accounting GM Neville reported that everything is fine. They have set up the Positive Pay program. There is a charge of \$10 for that service.

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.

a) Budget Review – GM Neville read through the various funds and he feels that we are on track with the 2018-19 Budget. There was no discussion.

7. STAFF REPORT – Carl Neville

The trees are nearly all cleaned out behind the building. GM Neville asked the Board's permission to give the wood to community members, especially those in need.

ACTION: Director Farnsworth made a motion to give the wood to those in need, as long as they sign a waiver. Director Whiteside seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

The Collard PRV was connected this afternoon.

8. UNFINISHED BUSINESS

a) Master Plan – GM Neville asked the Board to read the Master Plan and send him questions that he can share with the engineer. The plan is that Aaron will be here next month to address the Board. Director Todd asked about the easements which are not included in the Plan.

- b) Backflow Testing Cost – Skipped over – will address at the next meeting.
- c) Office Improvement/Deferred Maintenance – GM Neville reported on the bids that came in for replacing the siding on the west and north sides of the office after the asbestos abatement. It was over the amount approved by the Board at last month’s meeting. He will continue to make calls.

9. NEW BUSINESS

- a) Accept proposals for HWPUD’s Water Treatment Plant Building Improvements – GM Neville explained the work to be done on the treatment plant.

ACTION: Director Whiteside made a motion to accept the proposals for the improvement of the treatment plant and to allow GM Neville to sign the contracts for the District. Director Todd seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

- b) Compensation Survey – GM Neville expressed his plan to redo the Schedule A along with revised job descriptions based on the compensation survey done by LCOG. He will also investigate how to best access the COLA for the new fiscal year.

- c) Budget Officer –

ACTION: President Rohner nominated GM Carl Neville as the Budget Officer for the 2019-2020 Fiscal Year. Director Farnsworth seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

- d) Ordinance 2019-01-Backflow Ordinance – First Reading – President Rohner read the document’s title. The Board has copies of the document and should read this before the March 19th meeting.

- e) SDAO 40th Annual Conference – Crystal Farnsworth – Director Farnsworth had only positive comments about the conference and recommended that everyone try to attend in the future.

10. ITEMS NOT ON AGENDA

- a) There is a water line on First Avenue that is not in an easement. Driftwood Shores is building on the lot where the water line is located. The water line needs to be moved.

ACTION: Director Coviello made a motion to allow GM Neville to enter into a contract to have 300 feet of water line moved with a limit of \$75,000. Director Whiteside seconded the motion.

Directors Coviello, Farnsworth, Rohner, Todd and Whiteside vote aye. There were no nay votes.

- b) A hydrant in the Reserve needs to be moved. GM Neville is talking with the home owner about sharing the cost of moving it.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

Salary Schedule

12. ADJOURNMENT

The meeting was adjourned at 5:26 pm.