

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
May 21, 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 May 21, 2019.

2. ROLL CALL

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

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 April 16, 2019 as presented. Director Whiteside seconded the motion. Directors Rohner, Todd, and Whiteside voted aye. There were no nay votes.

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

6. FINANCIAL REPORT – Secretary of Record, Mike Buckwald reported that everything is in order.

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

7. STAFF REPORT – Carl Neville

Directors expressed appreciation for new statistics report form. President Rohner expressed concern about leak adjustments given. A discussion ensued. There was a question about water pressure throughout the District.

8. UNFINISHED BUSINESS

a) Sutton Pump Station – With the Board's authority given on April 16, 2019, GM Neville awarded the contract to Stettler with the lowest bid of \$346,310.

b) 1st Avenue – Ray Wells is the contractor. Water will be off for some customers in the area including Driftwood Shores and Surfside Restaurant. Lane County is allowing sand to be used for part of the fill which will be a little less expensive.

c) Office Siding – GM Neville has tried working with Northwest Siding to lower their bid to replace the siding on the west and north side of the office building. They won't do it for any less than \$14,600, including siding and paint.

ACTION: Director Todd made a motion to allow GM Neville to award the bid to Northwest Siding at \$14,600 to replace siding and paint the north and west side of the office building. Director Whiteside seconded the motion. Directors Rohner, Todd and Whiteside voted aye. There were no nay votes.

9. NEW BUSINESS

- a) Manager's Evaluation – Paperwork was given to the members of the Board to do their personal evaluation of GM Neville. June 4, 2019 is the deadline for the Board to get the forms back to President Rohner.
- b) Insurance Coverage – GM Neville reported that an employee has asked about insurance coverage for his fiancée. GM Neville checked with Spencer Parsons, the District's attorney about the legality of insuring girlfriends. There is no legal responsibility.
ACTION: Director Todd made a motion to change the Personnel Manual to state that the District will cover one-half of the insurance for Spouses and Children. Director Whiteside seconded the motion. Directors Rohner, Todd, and Whiteside voted aye. There were no nay votes.
- c) Ffosil Construction – GM Neville informed the Board that Ffosil Construction has been released from their contract in doing the work on the Plant.
- d) Mercer Lake Road – The slide that happened last month resulted in a temporary line fix. That fix is out of compliance. The District's engineer, Dyer Partnership told GM Neville that this constitutes an emergency. That gives GM Neville permission to pick a contractor without going out to bid. He would like to hire Ray Wells to do this job, anticipating that it will take 60 days.
ACTION: Director Todd made a motion to allow GM Neville to choose Ray Wells to repair this water line. Director Whiteside seconded the motion. Directors Rohner, Todd and Whiteside voted aye. There were no nay votes.
- e) Martin Culvert – The culvert washed out after a local resident 'cleaned' up the area. Our water line there is safe, but is exposed. To be in compliance and to have our legal access to Clear Lake open, we will need to reconstruct the Martin culvert. Director Todd is concerned that the District will be in the road building business. The instruction given to GM Neville was for him to discover the cost of moving the water line over to Nordahl Road. GM Neville also mentioned the possibility of using Taylor Road as the access road to Clear Lake.
- f) Integrator of Record – GM Neville explained the benefit of having an Integrator of Record. This would be a specific contractor that would take care of integrating the computer system in the plant. Then the District could chose to go out to bid for this kind of work.
- g) COLA – GM Neville explained his recommendation for using the CPI-West Consumer Price Index for calculating the annual cost of living adjustments. This year that figure is 3.3%. He also explained how he has incorporated the salary survey that LCOG did for the District this past year. He has changed the Schedule A to 10 steps. He has changed job titles and will change job descriptions.
ACTION: Director Todd made a motion to accept the new Schedule A that incorporates a 3.3% COLA, a ten step pay scale, and new position titles. Director Whiteside seconded the motion. Directors Rohner, Todd, and Whiteside all voted aye. There were no nay votes.

10. ITEMS NOT ON AGENDA

President Rohner wanted to make sure that all comments about the Budget should be shared in the meeting.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) Master Plan – Board members will receive a draft of the plan electronically.
- b) Martin Road Culvert

12. ADJOURNMENT

The meeting was adjourned at 5:38 pm.

