

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
October 20, 2020
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 October 20, 2020.

2. ROLL CALL

Directors Vito Coviello, Crystal Farnsworth, Wendy Rohner, Debby Todd and Alan Whiteside; Secretary of Record Mike Buckwald; General Manager Carl Neville; Operator Rick Mason; Cindy Spinner and Vickie Kennedy.

3. PUBLIC COMMENT – There was no public comment.

4. APPROVAL OF MINUTES

ACTION: Director Coviello made a motion to accept the minutes of the HWPUD Board of Directors' meeting of September 15, 2020 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 President's Report.

6. FINANCIAL REPORT – Secretary of Record, Mike Buckwald reported that everything looks good. In the checks that he brought, there is a transfer from General Funds to Construction Funds. There were no questions.

ACTION: Director Whiteside made a motion to accept the financial report of September, 2020 as presented. Director Farnsworth seconded the motion. Directors Coviello, Farnsworth, Rohner, Todd and Whiteside voted aye. There were no nay votes.

7. STAFF REPORT – Carl Neville – President Rohner asked about the increase of Service Orders over the last three months. It is due to the Radio Reads Installation increase. She was also pleased with GM Neville's plan to make each employee responsible for particular tasks. President Rohner also asked about the minimum alkalinity level required by OHA. GM Neville explained that it is a number that needs to be added to the report that is sent to OHA. It doesn't change the way the operators deal with the water process. Director Whiteside asked about the punch list items. GM Neville reported that there is still a discussion about the electrical panel door. The contractor bought one that needs to be screwed/unscrewed open. GM Neville wants a door that is more readily accessible-no tools needed to open. Director Coviello asked about the \$20,000 forgivable loan through Business Oregon, stating that the Rate Increase/Master Plan Projects would cost more than that. GM Neville explained that the \$20,000 is the maximum allowed for this loan.

8. UNFINISHED BUSINESS

a) Rate Increase – Administrative Assistant Spinner drew up a rate schedule including the 1.5% increase that the Board directed at the September meeting. In talking with Dyer Partnership, GM Neville was advised to consider a third party consultant. Mr. Speakman recommended Steven

Donovan of Donovan Enterprises. Mr. Donovan sent a proposal covering his experience and his proposal. After a discussion, the Board directed GM Neville to check Mr. Donovan's references, have him correct dates in the proposal, and find out an estimate of cost of travel and meetings.

9. NEW BUSINESS

a) Meters and Radios – Rick Mason – Operator Mason did a show and tell about the meters in the ground here at HWPUD. He explained how the reading works with the radio reads.

10. ITEMS NOT ON THE AGENDA

There will be no Holiday party this year.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

xPress Bill Pay

Zoom Meeting format

12. ADJOURNMENT

The meeting was adjourned at 4:49 pm.