

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
October 19, 2021
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 19, 2021.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Crystal Farnsworth, Alan Whiteside and Mary Kauffman; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner and new Operator 1 Kyler Paselk, all present.

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES

ACTION: Director Farnsworth made a motion to accept the HWPUD Board of Director's meeting on June 15, 2021 as presented. Director Whiteside seconded the motion. Directors Todd, Farnsworth and Whiteside voted aye. There were no nay votes.

Director Farnsworth found a word that needed correction under item 7.

ACTION: Director Farnsworth made a motion to accept the minutes of the HWPUD Board of Director's meeting of September 21, 2021 as corrected. Director Whiteside seconded the motion. Directors Rohner, Farnsworth, Whiteside and Kauffman voted aye. There were no nay votes. Director Todd was not present.

5. PRESIDENT'S REPORT

President Rohner talked about setting guidelines for virtual meeting participation. More discussion took place under Items Not on The Agenda.

6. FINANCIAL REPORT

Secretary of Record, Mike Buckwald reported that the District's financial state is good nothing to report. He stated that the signature card was turned into Banner Bank last week. He has been gathering materials and submitting for the annual audit. He mentioned money has been transferred to the debt services and construction fund this month. President Rohner asked if the recent payment was final to the contractor. GM Neville answered no.

ACTION: Director Whiteside made a motion to accept the financial report of September 2021 as presented. Director Farnsworth seconded the motion. Directors Rohner, Farnsworth, Whiteside and Kauffman voted aye. There were no nay votes. Director Todd was not present.

7. STAFF REPORT

GM Neville introduced Kyler to the Board. Kyler has strong mechanical background and going through the training books quickly. Kyler answered questions regarding his working background and what brought him to Heceta Water. Kyler is proud to be able to bring a quality service to our

community and looking to turn this opportunity into a career. GM Neville mentioned District received funds and forgiveness of the loan for the Rate Study. Stettler presented the cost for the work and we are asking for details of the costs. President Rohner asked about leak adjustment credit being final. Cindy mentioned we have our final credit issued in this month. President Rohner inquired about soft conduit on Mercer Creek Drive and what is the cost and do we have marked where all are located. GM Neville stated we would have to dig up every meter so we will take care as issues arise.

8. UNFINISHED BUSINESS

1) Personnel Policies and Procedures

Cindy explained the changes made in the second draft with input from Director Kauffman and President Rohner. She went on to explain the new section added for dispute resolution section. Director Whiteside inquired as to the drug and alcohol procedures. There was a discussion as to what liability the District may have in the event an employee comes to work impaired. GM Neville will discuss with the attorney regarding the drug and alcohol section. GM Neville will get final approval from the attorney before bringing to the Board for review and adoption.

2) HWPUD Policies

Cindy explained the changes made in the second draft with input from Director Kauffman and President Rohner. There was a discussion regarding the timeline for non-payment and what the District wishes to allow before we determine the meter is abandoned. Director Farnsworth suggested we considered no more than 60 days if meter is turned off for non-payment. A discussion ensued on the District's process before the turn off actually happens. GM Neville will get final approval from the attorney before bringing to the Board for review and adoption.

9. NEW BUSINESS

No new business.

10. ITEMS NOT ON THE AGENDA

President Rohner asked what can be changed in the process to ensure participation for virtual meetings. Director Todd mentioned that the GoToMeeting program works better for connection, and she can hear better. President Rohner suggested that she call on each person for role call and vote to ensure all are being heard. Director Kauffman asked what should be done in the event you are not able to connect via picture or voice. Cindy mentioned there is a phone number provided that can be called into to participate as an alternative. President Rohner also mentioned that calling into the office to alert others of the technical difficulties. She also suggested naming each person as she moves to the next section of the agenda.

Director Todd inquired as to how the lake levels held during the summer. GM Neville stated water levels were good and held well. He mentioned that in 2012 the levels were about eight inches lower. He stated there is a beaver dam that if knocked out will affect our lake levels slightly.

President Rohner inquired about annexation. GM Neville explained how annexation affects the district. A discussion ensued.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

12. ADJOURNMENT

The meeting was adjourned at 4:58 pm