

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
January 18, 2022
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 18, 2022.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Alan Whiteside and Mary Kauffman; Attorney Spencer Parsons; Secretary of Record Mike Buckwald; Budget Committee members: Peter Boyer, Scott Maurer, Lanson Moles and Vito Coviello; General Manager Carl Neville, and Assistant Cindy Spinner, all present. Director Crystal Farnsworth absent.

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES

ACTION: Director Kauffman made a motion to accept the minutes of the HWPUD Board of Director's meeting of November 16, 2021 as presented. Director Whiteside seconded the motion. Directors Rohner, Todd, Whiteside and Kauffman voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

No President's report.

6. FINANCIAL REPORT

Secretary Buckwald stated the District's financials look good with no unusual activity. He went on to say revenue collection is moving right along with no danger of over expenditure. Buckwald suggested moving District money from Banner to OPB including the corporate credit card. President Rohner inquired if the District will have adequate coverage if balances are moved to one bank. Buckwald explained the State of Oregon covers municipalities through a shared pool since 2008 beyond FDIC coverage. He went on to say the District has about \$400 thousand sitting at Banner and the District can earn an additional \$1,200 in interest if money is at OPB. President Rohner inquired if credit unions offer similar coverage. Director Todd mentioned the District did look at credit unions several years ago and credit unions do not provide the same coverage as banks. Buckwald will look at the State of Oregon list of participating entities to confirm if credit unions are listed and report back to the Board next month.

ACTION: Director Whiteside made a motion to accept the financial report of December 2021 as presented. Director Kauffman seconded the motion. Directors Rohner, Todd, Whiteside and Kauffman voted aye. There were no nay votes.

Secretary Buckwald presented the audit report for June 30, 2021. He went on to state the auditor's opinion report looks good and clean and does not suggestion any changes. President

Rohner questioned when Buckwald sent in the report. Buckwald mentioned audit acknowledgement was due December 31st and was submitted on time.

7. STAFF REPORT

GM Neville stated that the District's staff is excellent. The newest operator is learning quickly and retaining information well.

He mentioned that Laurel Bay Gardens is no longer backflow testing and this will double Jeremy's work load. President Rohner inquired if it is cost effective to add an additional tester within the District. GM Neville is planning on adding a second tester down the road to assist Jeremy.

He mentioned that Director Whiteside took a tour of the District with Jeremy last week including exploration of the Mercer Lake Road project. President Rohner asked Director Whiteside how the project was going. Director Whiteside talked about the size of the machine used to shoot the spikes and the overall process was very interesting. President Rohner inquired about when the project is expected to be finished. GM Neville stated the county would be done by the end of February.

GM Neville followed up from November's meeting regarding Mapleton Water District and the District's role. He explained originally Mapleton looked to add the District as the DRC. He determined it was in the best interest of the District to opt out after speaking with Mapleton Board members and staff, but remains available as a source for sharing contact information.

President Rohner inquired about the situation on Collard Loop being repeated. GM Neville responded that the District is looking to replace the type of piping to prevent future water issue that may occur.

President Rohner questions whether the District is hearing complaints regarding high usage. GM Neville has not had any complaints regarding high usage with exception to letter under new business.

8. UNFINISHED BUSINESS

a) Personnel Policies and Procedures – GM Neville stated the document has been reviewed by the attorney but he is asking the Board for direction on personal time off and current policy that allows up to 60 days with adjustments to benefits. The Board asked that GM Neville ask the attorney for further guidance. Director Kauffman stated to keep in mind the perception if personnel is off for more than two months that the District documents justification for employment. The document will be brought back to the Board for approval once questions are adequately addressed.

b) Policy – GM Neville stated the document has been reviewed by the attorney.
ACTION: Director Whiteside made a motion to accept the HWPUD Policy as presented. Director Todd seconded the motion. Directors Rohner, Todd, Whiteside and Kauffman voted aye. There were no nay votes.

9. NEW BUSINESS

a) Mercer Lake Road Construction – GM Neville stated that after the project started the County is asking that the District sign off on a hold-harmless agreement. Attorney is giving guidance on what is acceptable to the District in the agreement with the County. Board will evaluate giving approval once a final document is presented that is agreeable and benefits both parties.

- b) Mid-year Budget Review – GM Neville stated financially the District is doing well. From July to December, the District has collected: 59 percent of anticipated water revenue; personnel services paid out 48 percent; material and services paid out 44 percent, below the 50 percent benchmark; and capital overlay the District has paid out 89 percent, primarily due to large order of radios purchased in August. He went on to state the District has paid out 31 percent for construction with permits and work being completed. In addition, the District anticipated 12 new meters for the year and had already installed eight under SDC funds. GM Neville went on to state that the District has experienced construction slowing down due to the economy and inflation. He mentioned that cost of living is at 4½ percent and the District has received notification from some suppliers that pricing is going up 12 percent next fiscal year. He reported that the District has had delays in getting some supplies including chemicals, which the District increased the chemical storage to ensure we remain in compliance and the District has not come close to running out of chemicals thus far. He stated that overall, the District is looking good mid-way through the year.
- c) Customer Letter – A customer requested that the District provide a credit adjustment for a leak found on the customer side. The Board sympathizes with the customer but agreed to follow District policy.

10. ITEMS NOT ON THE AGENDA

Assistant Spinner presented SDAO 2022 annual conference information to attend virtually at no cost. She presented a hard copy of the Water Management Conservation Plan July 2020 that has been approved by state. She presented the SDIS letter that is asking for the Board to attend a course that will provide a discount on the District's insurance. President Rohner recommended the Board take the class at a Board meeting collectively. Spinner will email out the information for the Board to review and decide at a future Board meeting.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

No suggestions made.

12. ADJOURNMENT

The meeting was adjourned at 5:07 pm