

Heceta Water People's Utility District  
87845 Hwy 101  
Florence, OR 97439  
March 15, 2022  
Board of Directors' Meeting

1. CALL TO ORDER

Director Todd called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on March 15, 2022.

2. ROLL CALL

Directors: Debby Todd, Alan Whiteside, and Mary Kauffman; General Manager Carl Neville, Cindy Spinner, and Engineer Aaron Speakman, all present. Directors Wendy Rohner and Crystal Farnsworth were absent.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

a) ACTION: Director Whiteside made a motion to accept the minutes of the HWPUD Board of Director's meeting of January 18, 2022, as presented. Director Kauffman seconded the motion. Directors Todd, Whiteside and Kauffman voted aye. There were no nay votes.

b) With no quorum of Board members present from the February 15, 2022 Board meeting, minutes were not approved.

5. PRESIDENT'S REPORT

There is no President's report.

6. FINANCIAL REPORT

GM Neville reported that there was nothing eventful with the Districts financials.

ACTION: Director Kauffman made a motion to accept the financial report of February 2022 as presented. Director Whiteside seconded the motion. Directors Todd, Whiteside and Kauffman voted aye. There were no nay votes.

7. STAFF REPORT

GM Neville stated everything is going well in the District. He went on to say the visit from Westech went very well. Director Todd suggested a press release when Westech utilizes the Districts facilities for west coast training. Director Whiteside complimented Director Todd's recommendation for a press release as a good idea. GM Neville expressed how the District is stressed over rising cost and availability of supplies, parts and the delay in delivery with no guarantee on price at time of order. Director Whiteside inquired about the Kla-Ha-Nee project. GM Neville explained that Kla-Ha-Nee is a gated community down at beach and the manager reached out to have fire hydrants tested. He reported that staff opened hydrants, tested chlorine residuals and made sure everything is in good working order for the fire department. He went on to say the District has 260 hydrants throughout and testing all takes time. Director Whiteside asked how we identified the leak on Heceta Beach Road. GM Neville stated we were

alerted in the early morning of a leak, so we turned filters up all the way and started isolated section in our district. He explained that the Clear Lake pressure zone from the treatment plant and reservoir feeds the highway and the entire beach area. He explained to isolate the leak, we changed some valves and routed water from Sutton reservoir backwards through the new Sutton pump station transferring water demand. He went on to say we traveled the route until we noticed water was slightly bubbly up two inches above on the side of the road as the broken pipe was seven feet underground. Director Whiteside asked if we knew when the leak started. GM Neville reported that the break occurred about 10:30pm on Sunday night. Director Todd asked about the alarm detection system that would alert us. GM Neville explained the pressure did not drop fast enough for the alarms to go off until the reservoir was low and the alarm went off at approx. 6 am. Director Todd asked how long after the alarm did we locate the leak? GM Neville stated that we isolated and located within 4 hours, basically due to daylight as water was not shooting out of the ground. He mentioned we are looking to add flood lights to the work vehicles to provide a better view in the dark. Director Whiteside asked is we can reset alarms to alert low pressure sooner. GM Neville stated adjusting the pressure alarms would cause overhyped sensitivity especially when the fire department utilizes hydrants during fire and trainings.

#### 8. UNFINISHED BUSINESS

- a) Personnel Policy and Procedures - GM discussed district worked with attorney to finalize language on time off requests. If time is approved and not enough time is accrued when time off date arrives, time off will be cancelled.

ACTION: Director Whiteside made a motion to approve the Personnel Policy and Procedures as presented. Director Kauffman seconded the motion. Directors Todd, Whiteside and Kauffman voted aye. There were no nay votes.

#### 9. NEW BUSINESS

- a) Appoint Budget Committee Member

GM Neville discussed Frank Spencer, stating he was very impressed with his demeanor and experience. Director Todd acknowledged it was great having his resume and felt it was a good way to get to know members.

ACTION: Director Kauffman made a motion to appoint Frank Spencer to the Budget Committee. Director Whiteside seconded the motion. Directors Todd, Whiteside and Kauffman voted aye. There were no nay votes.

- b) COLA – GM Neville discussed he used last years' consumer price index of 4.5 percent to start pay levels effective July 1, 2022, then each level is separated by 5 percent. Director Todd discussed the importance, if the public was in attendance in explaining the COLA increases and confirmed COLA will be included in the next budget.

ACTION: Director Whiteside made a motion to approve the COLA as presented. Director Kauffman seconded the motion. Directors Todd, Whiteside and Kauffman voted aye. There were no nay votes.

- c) Consolidate Bank – Secretary of Record Buckwald was not present to make recommendation. Mr. Buckwald will make recommendation at the next meeting.

- d) Water System Improvements – Engineer Speakman gave a general overview of the Safe Drinking Water Revolving Loan Fund contract. He explained we received approval for \$6,770,089 with \$530,000 forgivable at a 1 percent per annum interest rate to cover five projects included in the

2020 Master Plan. Primary requirement of the loan is that all projects must be complete in 36 months after the execution of the contract. He recommended we have our attorney review the contract, which GM Neville reported it has already been sent to Spencer for review. Mr. Speakman stated that once the Board approves and before we execute the contract, that the Board discusses with GM Neville to determine the project priority and schedule. Mr. Speakman provided a sample schedule after discussion with GM Neville, to ensure we finalize all projects within the contract timeline. He went on to say projects can be sequenced together or as shown, sequence two projects together and stagger out rest as prioritized. Director Todd inquired as to when the contract should be signed. He recommended continue discussions while legal is reviewing in the next couple of months and finalize the discussions before executing the contract. Mr. Speakman pointed out that getting insurance coverage with Business Oregon ahead will prevent further delays in the process once the contract is executed. Director Whiteside noted he liked the sample schedule provided starting with the replacing of water lines first and the floating at the end of the period, which gives the District some leeway for getting materials.

10. ITEMS NOT ON THE AGENDA

No items not on the agenda.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) February 15, 2022 Board Meeting Minutes
- b) Consolidate Bank

12. ADJOURNMENT

The meeting was adjourned at 4:29 pm