

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
July 19, 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 July 19, 2022.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Alan Whiteside, Mary Kauffman; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner, Rick Mason; Attorney's Paul Schmeltzer and Jason Schwent, all present. Director Crystal Farnsworth was 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 June 16, 2022, as presented. Director Todd 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 reported financials are great for the end of FY 2022. He went on to say District did not exceed any of the budgeted categories and exceeded water revenue by \$103 thousand. Buckwald is preparing for the auditor.

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

7. STAFF REPORT

GM Neville spoke about the staff spending most of June digging trenches. He stated the Ford lost its transmission and felt it is best for District to replace rather than purchase a new vehicle although the transmission only lasted a day, and the Ford is back in the shop waiting for repair. President Rohner inquired about the blacktop on Mercer Lake Road. GM Neville stated that the District potholed 18 holes and the County did 12. He said the District hot patched the holes we contracted and County closed the project.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Approve Resolution 2022-05– Adjust SDC Charges

GM Neville mentioned that in last years rate study the District uses the 20-City average rate to determine the costs for SDCs. Dyer Partnership reported the average of 7.34 percent.

ACTION: Director Whiteside made a motion to approve Resolution 2022-05 – Adjust SDC Charges as presented. Director Todd seconded the motion. Directors Rohner, Todd, Whiteside, and Kauffman voted aye. There were no nay votes.

b) Out of District Backflow Testing –

GM Neville withdrew his previous recommendation to provide out of district backflow testing as the City of Florence has two licensed individuals that are capable of providing backflow testing and is not seeing any issues with City customers getting the tests complete.

c) Summary of the GM Evaluation –

President Rohner summarized the evaluation presented to GM Neville. She asked that Cindy gather compensation from comparable water district to establish current pay for GM Neville.

10. ITEMS NOT ON THE AGENDA

a) Approve Resolution 2022-06 – Terminate 401(a) Plan 107367

Buckwald spoke about an old retirement plan that is no longer in use and will be exhausted by the end of the quarter. He requested the District terminate this plan as it is inactive. President Rohner read the resolution as it was not presented ahead of the meeting.

ACTION: Director Todd made a motion to approve Resolution 2022-06 – Terminate 401(a) Plan 107367 as presented. Director Whiteside seconded the motion. Directors Rohner, Todd, Whiteside and Kauffman voted aye. There were no nay votes.

b) Board Members Election –

Cindy mentioned there is three seats available in the November 8, 2022 election. The County will open the positions on July 21, 2022 and positions close on August 30, 2022. Details will be available on the Districts website starting on July 21st.

c) Newsletter –

Addressing the request made by President Rohner last month, Rick spoke about the newsletter he is building. Rick stated we are developing the newsletter based on a matrix to cover various information within the District over the next several years. He mentioned there is human interest stories and topics that will inform the District customers of current and future projects. President Rohner asked if the newsletter will be available on the website and when we plan to send to customers. Rick stated it will be available on the website once complete and GM Neville mentioned we are planning to send out in August. Director Todd liked the setup of the newsletter and getting the information out to our customers. Director Whiteside liked the idea of keeping our website up to date. President Rohner suggested we keep the topics minimal rather than having a half page tutorials.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

a) Emerald Technology Group – James Langan

Discuss IT and security protocols

12. EXECUTIVE SESSION – pursuant to ORS 192.660(2)(f) – Exempt Public Records

To consider information or records that are exempt by law from public inspection.

President Rohner dismissed all attendees with exception to press, HWPUD staff and the District's attorney. Regular Board meeting was halted, and executive session was entered at 4:28 pm.

Regular Board meeting resumed at 5:06 pm.

13. ADJOURNMENT

The meeting was adjourned at 5:07 pm.