

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
January 17, 2023
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 17, 2023.

2. ROLL CALL

Directors: Wendy Rohner, Crystal Farnsworth, Debby Todd, and Frank Spencer; Budget Committee members: Peter Boyer, Scott Maurer, and Charlotte Ryner; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner, and Kyler Paselk all present. Director Mary Kauffman; and Budget Committee members: Vito Coviello and Lanson Moles were absent.

3. OATH OF OFFICE

Directors Todd, Farnsworth, and Spencer took an oath of office as newly elected directors.

4. ELECTION OF OFFICERS

ACTION: Director Farnsworth nominated Wendy Rohner as President. Director Todd seconded the motion. Directors Farnsworth, Todd, Rohner and Spencer voted aye. There were no nay votes. President Rohner nominated Crystal Farnsworth as Vice President. Director Todd seconded the motion. Directors Farnsworth, Todd, Rohner and Spencer voted aye. There were no nay votes. President Rohner nominated Debby Todd as Secretary/Treasurer. Director Farnsworth seconded the motion. Directors Farnsworth, Todd, Rohner and Spencer voted aye. There were no nay votes.

5. PUBLIC COMMENT

No public comment.

6. APPROVAL OF MINUTES

Minutes are being held over for approval at the next Board meeting.

7. PRESIDENT'S REPORT

President Rohner hopes everyone had a wonderful holiday and wishing all a fabulous 2023.

8. FINANCIAL REPORT

Secretary Buckwald reported the financials are in good and sound position and there is nothing to report. He went on to say there is no danger of over expenditure and revenue is coming in as projected. Director Spencer inquired as to why revenue in the month of July is much lower than other months. GM Neville stated that July is for usage in June and due to the number of days between meter readings will impact billing, either higher or lower during the month.

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

9. STAFF REPORT

GM Neville talked about his latest experience in working with the Districts new insurance agent, Craig Zolezzi. Zolezzi and a second agent, Heidi Olson came out, reviewed, and adjusted the coverage and took a tour of the plant. He feels the District is in good hands with Zolezzi, who is very responsive to emails and phone calls and will come out and tour the distribution and reservoirs when the weather improves. President Rohner inquired about whether Jeremy and Kyler are independently testing backflows. GM Neville stated that Kyler has been testing the normal backflow devices at Jeremy's instruction.

10. UNFINISHED BUSINESS

a) State of Oregon Paid Family and Medical Leave Insurance –

Secretary Buckwald explained that the District is under 25 employees making it exempt from paying the four tenths of a percent, but employees are required to pay six tenths of a percent into the fund. He went on to say that employers can pay into the program on behalf of the employee. President Rohner inquired if this program replaces FEMLA. Buckwald stated this is an additional program and there are specific reasons an employee would qualify to take up to 12 weeks off and in cases of pregnancy-related medical leave, up to 14 weeks. He mentioned that the State does not have the rules entirely finalized. Director Spencer asked if the District is not required to pay, is the employee still eligible. Buckwald responded stating the employee begins paying in on January 1 and is eligible in September to get reimbursement from the program even if the business is not required to pay. Director Spencer asked is there any benefit for the District if paying in on behalf of the employees. Buckwald stated the program benefits for the employee do not change and if the employer pays it would be a taxable benefit to the employee. Director Spencer inquired as to the cost if the District is to pay. Buckwald answered the total cost based on budgeted numbers would be \$2,624 for the year to cover entire staff. Director Spencer stated it is equivalent to a cost of one percent as a benefit for the employee and he is in favor. Director Todd stated she too was in favor of the District covering the costs. Member Maurer asked is there a contingency if the District has increases in overtime or contractor costs if employees are out for long periods. Buckwald stated the District has an operating contingency that funds can be transferred to cover additional expenses. Board collectively decided more information was needed about the program before an action can be taken. Buckwald will provide a packet prior to next Board meeting.

11. NEW BUSINESS

a) Appoint Budget Committee Member

President Rohner stated with Frank Spencer being elected to the Board, Charlotte Ryner has agreed to return to the Budget Committee for term ending 2026.

ACTION: President Rohner made a motion to approve Ms. Ryner as a Budget Committee member through 2026 fiscal year. Director Todd seconded the motion. Directors Rohner, Todd, Farnsworth, and Spencer voted aye. There were no nay votes.

b) Mid-year Budget Review

GM Neville presented the six months of financials for FY 2022-23. He spoke about revenue being down approximately \$10,000 from last year primarily due to the weather. He stated there is an increase in materials and services as costs are gaining on us with \$50,000 more than last year with increase included in the budget, with costs being 43% last year compared

to 49% this year. He said projects are moving ahead slowly out of the construction fund with line replacement about to go to bid. GM Neville mentioned we are watching inflation with Bureau of Labor index we use for COLA, coming in at eight percent for yearend 2022. Director Spencer inquired if we are looking at increasing charges. GM Neville responded we will discuss adjustments in the spring.

c) Plant Security Overview

GM Neville mentioned that after last month's Board meeting, Director Todd toured the plant, and they discussed plant security. He provided an overview. He stated that all alarms are randomly tested, and all processes are graphed and checked twice by operators. He stated that the server security is managed by Emerald Technology Group with Olsson Control affirming the security is in place for the automation program and equipment. Director Todd recommends taking a tour of the plant and the learn about the functionality of security.

12. ITEMS NOT ON THE AGENDA

No items not on the agenda.

13. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) Salary Survey (Discussion Item)
- b) Staff Duties requested by Director Kauffman (Discussion Item)

14. ADJOURNMENT

The meeting was adjourned at 4:53 pm.