

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
December 13, 2022
Board of Directors' Meeting

1. CALL TO ORDER

Director Farnsworth called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on December 13, 2022.

2. ROLL CALL

Directors: Crystal Farnsworth, Debby Todd, Alan Whiteside, Mary Kauffman; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner all present. Director Wendy Rohner was absent.

3. PUBLIC COMMENT

Two letters were submitted the Board. GM Neville will contact the property owner regarding request for leak forgiveness and inform customer that District will follow policy.

4. APPROVAL OF MINUTES

a) ACTION: Director Todd made a motion to accept the minutes of the HWPUD Board of Director's meeting of September 13, 2022, as presented. Director Whiteside seconded the motion. Directors Farnsworth, Todd, Whiteside and Kauffman voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

There is no President's report.

6. 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.

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

7. STAFF REPORT

GM Neville mentioned District is well and office is working on updating policies which will be brought to the Board for approval. He talked about ongoing training that staff is doing to maintain certifications. He mentioned the District's new hire, Greg Fisher. Director Farnsworth inquired as his previous water experience. GM Neville stated Greg has no experience in water and his background is in construction. He stated the preparation for the Driftwood Water Line is going well with the engineers as we are looking into decreasing the spacing between the fire hydrants to provide better coverage in the area. GM Neville mentioned the new server in the plant is scheduled to be installed the first week of January and IT and Olsson are working together to tighten the security levels. Director Todd inquired as to the physical barriers as

discussed in prior meetings has been outlined to prevent hacking and manipulation of the chemicals in the water distribution. GM Neville stated that PLC controls the chemical levels which is separate from the computer and there are multiple barriers. GM Neville and Director Todd will meet to discuss in more detail. Director Todd asked about the boil water notice issued in the Leverage area. GM Neville discussed the efforts to locate the leak and the crew spent two days pressure testing, knocking on doors and leaving door hangers to instruct customers to boil water as the line was depressurized and the main pipe is below the water line. Director Todd requested to put on the boil notice to go to the District website to get more information on what is required to ensure water is safe. Director Whiteside inquired if the District has any plans to replace the line in this area. GM Neville responded this is the first break he is aware and the line is not part of plans to replace.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) State of Oregon Paid Family and Medical Leave Insurance

GM Neville discussed the new program that the State is implementing beginning January 2023 and employees can start accessing the funds in September 2023. The District is under 25 employees so is not required to pay into the program. If the District chooses to cover the employees portion it would cost approximately \$2,600 a year. Director Todd asked about the extra bookkeeping the District would need to cover expenses. Buckwald stated the bookkeeping is not an issue as it would be another tax collected. Director Kauffman suggested we put on hold for a few months to see what other utilities in Oregon are covering. Buckwald believes we can make changes if the District wishes to cover employees in the future but the program is new and rules may change. Director Farnsworth asked if the District begins to pay then decides to stop would this be allowed by the State. Buckwald is not sure if it works both ways but will do research and bring back answers to the Board. GM Neville suggested to mitigate employee morale, the District wait 90 days instead of implementing the benefit then taking it away. Director Farnsworth would like to wait until President Rohner is available for further discussion.

b) Coast Insurance Services

GM Neville mentioned John Murphey has introduced the new owner of Coast Insurance. He has reached out to SDAO and confirmed there are other companies available if the service Zolezzi Insurance provides is not what is expected. Buckwald mentioned Zolezzi does have experience with representing other small districts.

c) Staff Duties

Director Farnsworth stated staff duties will be discussed at next Board meeting when President Rohner is available.

10. ITEMS NOT ON THE AGENDA

1) Approve Draft of Financial Audit FY 2021-22

Buckwald received the draft of the Financial Audit that is due on December 31, 2022 on December 9th. Director Todd said she has read the report and found nothing unusual.

Director Kauffman inquired as to why we received the report so late in the year. Buckwald stated that the Audit firm is short on staff and therefore the report was delayed. Buckwald mentioned he did question the tax levied statement made in the notes but the District did collect \$18 in taxes so the statement needs to remain. GM Neville inquired if Buckwald could audit the District but Buckwald said it would be a conflict to continue as the District's accountant. Buckwald said if anyone has any questions please reach out to GM Neville or direct with him. Board collectively approved the Audit report.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) Salary Survey

12. ADJOURNMENT

The meeting was adjourned at 4:40 pm.