

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
February 21, 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 February 21, 2023.

2. ROLL CALL

Directors: Wendy Rohner, Crystal Farnsworth, Debby Todd, Mary Kauffman and Frank Spencer; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner, Rick Mason and Kyler Paselk all present.

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES

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

ACTION: Director Spencer made a motion to accept the minutes of HWPUD Board of Director's meeting of January 17, 2023, as presented. Director Todd seconded the motion. Directors Farnsworth, Todd, Rohner, Kauffman and Spencer voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

No president's report.

6. FINANCIAL REPORT

Secretary Buckwald reported the financials are in good and sound position. He went on to say there is no danger of over expenditure and revenue is coming in as projected. Director Todd inquired as to what can be spent with each fund. Secretary Buckwald stated he would work with GM Neville to summarize each fund for the Board.

ACTION: Director Spencer made a motion to accept the financial report of January 2023, as presented. Director Farnsworth seconded the motion. Directors Farnsworth, Todd, Rohner, Kauffman and Spencer voted aye. There were no nay votes.

7. STAFF REPORT

GM Neville mentioned that the office is working on restructuring the rules and policies for the District. He stated that we are looking to enhance our current policies as we are finding missing subjects. He will bring the updated policy to the Board for review prior to submission to the attorney. He spoke about the operators installing meter and radios which will save time on meter reading. He mentioned Shore Crest Water line and that we are working on getting a price for next budget. He stated that line is across the property and not in the easement which is very tight. President Rohner inquired as to what exactly needs to be done. GM Neville stated we are working

with the property owner and Lane County to determine when and where the line needs to be moved. He is hoping to wait until next budget season as the property owner is not clear as to when he will build and the plans have not yet been approved by Lane County. President Rohner asked about the training that Carl received and what having his electrical license allows. GM Neville stated it allows him to provide electrical services at the District up to the meter. President Rohner congratulated Kyler and Greg on their operator workbooks.

8. UNFINISHED BUSINESS

a) Salary Survey (Seal Rock) –

GM Neville presented what was received from HR Solutions for participating in the Seal Rock salary survey. President Rohner stated she would like to know the other District's qualifications to compare to our District. Director Todd mentioned that what she noticed we are the lowest in the pay scale presented. President Rohner reiterated her desire to get a job description to make better sense of the data. GM Neville stated that the office will work to get the information needed and present at a future Board meeting.

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

Secretary Buckwald explained that if the District chooses to cover the employee's portion of the new tax, the District is able to make changes if it is decided to no longer provide that benefit. Director Spencer stated he felt the Board should provide this benefit to the employees for the .6% per employee, approximately \$2,600 a year, making the benefit retro to January 1st. Director Farnsworth stated she was in agreement. Director Todd inquired about the grant listed in the documents regarding personnel that uses the leave. Secretary Buckwald stated the grant is for companies that are also paying into the tax, as the District is exempt.

ACTION: Director Spencer made a motion for the District to provide the benefit of the State of Oregon Paid Family and Medical Leave Insurance, as presented. Director Farnsworth seconded the motion. Directors Farnsworth, Todd, Rohner and Spencer voted aye. Director Kauffman voted nay. Action was passed with majority of Board voting aye.

c) Staff Duties –

Director Kauffman asked about all the time savings mentioned at previous Board meetings. GM Neville mentioned that the staff have several other duties that require their attention as we increase the efficiencies. Rick Mason provided an example of the fire hydrant maintenance and testing that we have been putting off until we have more time to finish. Director Spencer inquired as to anything on the list of projects that the District is out of date that require immediate attention. GM Neville offered to discuss one on one with any Director the specifics of the ongoing work list. Director Kauffman asked about the list of projects that have been held off, increasing efficiencies and is curious about the time savings and how it relates to cost savings for the District. Director Spencer inquired to what are the efficiencies introduced as he is new to the Board. GM Neville stated that one example is changing out our old meters as the AWWA recommends meters be in the ground no more than 10 years, and ours are currently 15 years. He went on to state as budget permits, we are changing out \$70,000 worth of meters each year. GM Neville stated that we have six employees to run the office, treatment plant and distribution system, comparing us to a very similar water district in Seal Rock who has nine employees. President Rohner mentioned it is the General Manager's job to manage the projects, the amount of staff needed to get the jobs done and if there is an

issue the Board would reach out directly to the General Manager. She also mentioned his annual evaluation is a place where the Board can identify specifics on how GM Neville is doing at his job. Director Spencer stated that if by creating efficiencies it allows the staff to tackle the outstanding project list, that is a good thing.

9. NEW BUSINESS

a) 2023 COLA –

GM Neville presented the 2022 CPI for All Urban Consumers that the District bases the cost-of-living adjustments on, at 8 percent effective July 1, 2023. Director Todd mentioned the Board does this once a year and the CPI data is used so the District would not have to calculate each year. Director Spencer mentioned the Federal cost of living is at 8.7 percent and he has no problem with the 8 percent.

ACTION: Director Farnsworth made a motion to approve the 2023 COLA, as presented. Director Spencer seconded the motion. Directors Farnsworth, Todd, Rohner, Kauffman and Spencer voted aye. There were no nay votes.

d) Appoint Budget Officer –

ACTION: Director Farnsworth nominated GM Neville be appointed the FY 2023-24 Budget Officer. Director Spencer seconded the motion. Directors Farnsworth, Todd, Rohner, Kauffman and Spencer voted aye. There were no nay votes.

10. ITEMS NOT ON THE AGENDA

No items not on the agenda.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

a) Salary Survey (Discussion Item)

b) Staff Duties requested by Director Kauffman (Discussion Item)

12. ADJOURNMENT

The meeting was adjourned at 4:45 pm.