

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

April 18, 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 April 18, 2023.

2. ROLL CALL

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

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 February 21, 2023, as presented. Director Spencer seconded the motion. Directors Rohner, Farnsworth, and Spencer voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

President Rohner commented on an experience where she heard from a new customer to the District on how satisfied they are with water provided by the District.

6. FINANCIAL REPORT

GM Neville reported that we are watching the numbers closely, concerned with the high inflation with budget being tighter than prior years. He went on to say he is working with Secretary Buckwald to get FY2023-24 budget ready in a few weeks. Director Spencer inquired about the general fund approx. 27% of total cash, how does that compare to previous years. GM Neville stated that we are collecting approx. \$8,000. Director Farnsworth inquired about customer complaints to going to monthly billing. GM Neville mentioned we have had a few customers complain but overall customers are complacent. Director Spencer inquired as to what percentage have signed up for autopayments. GM Neville stated that Cindy would be able to provide the numbers but indicated that we did see an increase in autopay once xPress Bill Pay became available. President Rohner asked when the next budget meeting will be. GM Neville said Secretary Buckwald has not yet approved the budget calendar and will provide the information to the Board once confirmed.

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

7. STAFF REPORT

GM Neville mentioned in the staff report that just past the statistics, a typo with the comparison dates needs to be updated to fiscal year. Director Spencer inquired as to the increase in meter replacements. GM Neville stated it was due to the meter replacement program for preventative maintenance. President Rohner asked about high usage complaints with high levels of rainwater. GM Neville stated that customers are not aware

of the period included in the billing or may leave outside faucets on during freezing weather and do not realize how much water is used. President Rohner inquired about locates. GM Neville mentioned that Central Lincoln is installing new poles throughout District. He went on to say the Operators respond to every location even if it is a repeat in case the contractor is changing something at the location. Director Spencer asked if there was anything he needed to be aware of in the Collard Lake area. GM Neville stated we are working with the power company as the power station is replaced. He stated that currently the power company has turned off the substation by Taylor Road feeding from Kingwood station. GM Neville stated the power keeps cutting out to allow our pump station to operate. He continued to say we have workarounds to allow time for the new power station to be built. He mentioned that operators must go to the pump station more than once a day to turn on and off the pumps. President Rohner inquired about risks to a big fire. GM Neville stated there is no risk as we are still at the District's standards for pumping and at 90% capacity today. Director Farnsworth asked about the Enchanted Valley pump station and if we are having the same issue as Collard. GM Neville said the Enchanted Valley pump station is not being affected by the power outage and the updated pump station is part of the master plan projects. President Rohner congratulated Kyler on his accomplishments, the staff that is working with the fire department, maintaining good rapport with other entities in the District and the meter relocation completed on Dahlin. GM Neville mentioned that for the Driftwood Shores water line replacement, contractors that want to place a bid are required to attend a mandatory pre-bid meeting at the District office on April 27th with the engineers.

8. UNFINISHED BUSINESS

a) SDC Ordinance –

GM Neville mentioned that in the SDC ordinance under section six outlines how the funds can be utilized, to answer Director Todd's question from last meeting. He went on to say that we are waiting for the Attorney to provide answers. GM Neville stated that we will continue the discussion at a future meeting once we get answers from the Attorneys and Secretary Buckwald is present. Director Spencer suggested we update the entire 2001 ordinance as time limits and costs are out of date.

b) Salary Survey –

GM Neville mentioned that we took the LCOG salary survey completed in 2018 and updated the figures in the graphs based on current information provided from the various districts, keeping the language from the original survey. President Rohner stated the comparisons do not match us exactly and it makes it difficult to decipher. Director Spencer mentioned he took out comparisons of Districts that are much larger than us and that our District has fewer steps which indicates we get up the scale faster. He said that benefits seem very comparable, but we should look at adjusting coverage for incentives and families, if the cost is reasonable for the District. GM Neville asked for Board direction on next steps. Director consensus is to continue the discussions at future meeting with GM Neville's thoughts on how to improve the benefits.

9. NEW BUSINESS

a) GM Evaluation –

President Rohner explained the evaluation process, requesting each Board member complete an evaluation and either bring into the office or mail to her to be received by May 15, 2023. She explained that each category scored is averaged, summarizing statements and presents evaluation to GM Neville. She will report back to the Board at the meeting following the completed evaluation with GM Neville's approval. GM Neville does not see individual evaluations and scanned copies are sent to the attorney for permanent records. Director Spencer voiced concern about not being able to complete the evaluation as he is new to the Board. Director Farnsworth provided input on basing his evaluation on the tour GM Neville will provide.

10. ITEMS NOT ON THE AGENDA

a) Eliminate GoTo (Virtual) Meetings –

Board discussed eliminating the virtual meeting option previously instituted due to the COVID-19 mandates from the State. With the State lifting all mandates, the in-person meetings are no longer restricted to members and the public to be in attendance. The consensus of the Board is that the virtual meetings impede productivity and lessen the quality of the meetings. Board members are encouraged to attend all future HPWUD Board meetings in-person.

ACTION: Director Farnsworth made a motion to discontinue the virtual meeting option, effective April 18, 2023. Director Spencer seconded the motion. Directors Rohner, Farnsworth, and Spencer voted aye. There were no nay votes.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

12. ADJOURNMENT

The meeting was adjourned at 5:03 pm.