

# Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

May 16, 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 May 16, 2023.

## 2. ROLL CALL

Directors: Wendy Rohner, Crystal Farnsworth, Debby Todd, and Frank Spencer; Engineer Aaron Speakman; Secretary of Record Mike Buckwald; General Manager Carl Neville and Cindy Spinner, 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 April 18, 2023, as presented. Director Spencer seconded the motion. Directors Rohner, Farnsworth, Todd, and Spencer voted aye. There were no nay votes.

## 5. PRESIDENT'S REPORT

President Rohner read two letters received since the last Board meeting. One letter was an email received from retired Board member Bob Hursh regarding the status of his health. The second letter is the resignation from the Board by Mary Kauffman, effective immediately.

## 6. FINANCIAL REPORT

Secretary Buckwald reported that the District is in good financial condition. He mentioned that GM Neville is doing a great job monitoring costs and to-date the expense categories are within budget. GM Neville is working on the budget worksheets for FY 2023-24. Director Spencer asked if the monthly summary page can include the amounts from the previous month for easy comparison. Director Spencer inquired as to why the District keeps a balance at Zion Bank. Ms. Spinner explained that Zion Bank is directly linked to Xpress Bill Pay online payments. The District maintains a balance of \$25,000 to avoid the monthly service charge. Director Todd asked if the Zion account pays interest. Ms. Spinner stated not currently but would inquire if there is an interest account option.

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

## 7. STAFF REPORT

GM Neville mentioned that working with Hyak has been a great experience as Hyak is very cautious and has not hit any of our water lines. He spoke about the project at the UPS Center on Hwy 101, to move the three meters which required manual digging and moving service lines over several days. Director Spencer asked about the water quality complaint. GM Neville explained that the calls consist of reports of discolored water in sink or toilet and odorous smells of chemicals, etc. Director Spencer inquired about the potential purchase of a forklift. GM Neville stated we are researching options on how best to move a pallet of chemicals across the steel grate and get the chemicals off the delivering trucks as over the past few years the chemical supplier has changed to outsourcing the delivery. Director Spencer inquired as to our chemical supply level

in the event of shortages. GM Neville stated we maintain about a month's supply. Director Spencer inquired as to the estimated dates for the raw pump station project. GM Neville said we are still in the planning stages with Lane County. Director Spencer asked if there had been a change in the power to the Collard Lake station. GM Neville stated that power has been restored to normal levels.

## 8. UNFINISHED BUSINESS

### a) SDC Ordinance –

GM Neville mentioned that the attorneys have outlined how reimbursement payments can be used to pay down loans that are capital improvement projects in the master plan but not to be used for the emergency loan. Improvement funds can be used to pay down current projects. He will continue discussions with the attorney to revise the ordinance and get clarification on how the funds can be utilized.

## 9. NEW BUSINESS

### a) Driftwood Shores Water Line Bid –

Engineer Speakman mentioned the District received six bids with the lowest bid from LTM, Inc DBA Knife River Materials. Dyer recommends the District accepts the bids and award a contract to Knife River in the amount of \$4,169,999.99. The contractor, Knife River, has adequate experience and qualifications to complete the project. Director Farnsworth inquired if the selection was based solely on the lowest bid or the experience of working with the contractor. Engineer Speakman stated we are required to accept the lowest bid. Director Todd inquired if the District has experienced any issues with this contractor. GM Neville stated we have worked well in the past with Knife River on the emergency line replacement. Engineer Speakman stated he believes the contractor will start the project in late summer, to avoid the issue of high-water tables. Director Spencer inquired as to when the project is expected to be completed. Engineer Speakman stated the date of completion is October 2024.

ACTION: Director Farnsworth made a motion to accept the bid from Knife River and approve GM Neville to sign the contracts, as presented. Director Todd seconded the motion. Directors Rohner, Farnsworth, Todd, and Spencer voted aye. There were no nay votes.

## 10. ITEMS NOT ON THE AGENDA

Director Spencer inquired if the Mater Plan outlines what the District will do in the event of a tsunami. GM Neville responded he would need to review the specifics within the Master Plan. Director Todd mentioned the District does have an Emergency Response Plan that includes tsunami preparedness.

## 11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) 2023 SDAO Board Training
- b) Employee Benefits
- c) HWPUD Rules and Policies

## 12. ADJOURNMENT

The meeting was adjourned at 4:35 pm.