

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

August 15, 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 August 15, 2023.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Frank Spencer and Vito Coviello; Accountant Brittany Hornung; General Manager Carl Neville, Cindy Spinner and Rick Mason, all present. Director Crystal Farnsworth was absent.

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES

ACTION: Director Spencer made a motion to accept the minutes of HWPUD Board of Director's meeting of June 27, 2023, as presented. Director Todd seconded the motion. Directors Rohner, Todd, Spencer and Coviello voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

No President's report.

6. FINANCIAL REPORT

Accountant Hornung reported that the District is in good financial condition for the first month of the fiscal year. She stated the revenues are coming in as expected and they are monitoring expenses weekly as bills are paid. Director Spencer asked for an explanation of the negative number under debt services. Accountant Hornung explained that the amount is reflective of the loan paydown made in July and will be covered when funds are transferred in from the General Fund account. Director Spencer inquired if there were any unusual expenses paid during the month. Accountant Hornung stated there were none. President Rohner questioned the two payments made for water samples and why one was much larger than the other. GM Neville will pull the invoices and get back to the Board.

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

7. STAFF REPORT

Director Coviello questioned if the District has investigated replacing the raw water pump station roof as mentioned in last month's staff report. GM Neville stated that he has reached out to one contractor for a bid, but they declined. He has a couple of other contractors to contact and will report back to the Board.

President Rohner commented that she was impressed with the number of new meters the District has sold in the past few months. Director Spencer inquired if the delay in the PLC equipment is having any negative impact. GM Neville responded that currently parts are no longer supported and there may be an issue if parts are needed. He stated that there is no strain on using one pump as we run one pump at a time, rotating monthly for 12 to 14 hours a day with extra margins built in. He went on to say that the system is gravity feed that allows us to have pumps off and not cause any problems. Director Spencer asked for an explanation on why July's transaction amount is so much more than June. Ms. Spinner stated that July's total was based on June's water usage and June was an extremely dry month, so usage was higher than the previous month.

Director Spencer asked for a description of acronyms listed under water production. GM Neville explained each acronym. He did state that we have an easement limitation of one million gallons per day and the maximum daily amount in July was .697 million gallons per day (mgd). President Rohner inquired as to the increase in after hour calls. GM Neville stated that when homeowners find a leak or return home after being away for a while, they will call us to come out and turn the water on or off even if the office is closed.

Director Coviello asked if there is a reasonable use for the backwash water. GM Neville stated that the backwash water flows to the basin ponds out back and seeps back into the ground. President Rohner gave kudos to the staff for finding a way to deal with the crystallization of the aluminum sulfate. Director Spencer inquired if the company shipped us old products. GM Neville stated that when the chemical is complete it can take up to 8 months to receive and the barrels may have experienced some cold weather causing crystallization or separation. Director Coviello asked if there is any recompense to the District when offenders hit our fire hydrants. GM Neville stated the District submits claims to their insurance companies, just as if it were a parked car that was hit. Director Spencer commented on the 1000 feet of pipe already installed in the water line replacement project. GM Neville stated that Knife River is working to trans patch the area this week and start on the 16-inch pipe replacement up Heceta Beach Road. Director Spencer inquired if people in the area are truly happy about the work as noted in the report. GM Neville stated he has only had one person complain. The Board had an opportunity to review the floor plan for the new office and shop. Directors asked for updates as we work to finalize the new buildings.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Approve Sick Leave Monetary Value – Personnel Policy and Procedures Amendment

Director Todd stated we need a clear definition of what it means to be in good standing. GM Neville noted that the policy already defines the meaning of being in good standing.

ACTION: Director Todd made a motion to approve the amendment to the personnel policy and procedures for sick leave monetary value as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Spencer and Coviello voted aye. There were no nay votes.

b) Approve Merit Bonus – Personnel Policy and Procedures Amendment

Director Spencer inquired as to how many employees are at the top level. GM Neville replied there are two currently and the others that have room to move up with other positions, such as operator 1 to operator 2. Director Spencer inquired as to the financial impact. GM Neville stated at the top level it would be an approximate \$4,000 annual increase. Director Spencer inquired about the meaning of job-incurred time loss. GM Neville replied if an employee is hurt on the job, it is not counted against their eligibility.

ACTION: Director Spencer made a motion to approve the amendment to the personnel policy and procedures for merit bonus as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Spencer and Coviello voted aye. There were no nay votes.

10. ITEMS NOT ON THE AGENDA

No item not on the agenda.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

a) 2023 SDAO Board Training – October 17, 2023 at 2pm

b) HWPUD Rules and Policies

c) SDC Ordinance

12. ADJOURNMENT

The meeting was adjourned at 4:55 pm.