

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

November 28, 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 November 28, 2023.

2. ROLL CALL

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

3. PUBLIC COMMENT

Mr. Fernandez requested the District provide a 3/4" meter. The District does not currently offer this size. He feels the 5/8" meter is too small and the 1" is too large for his project. He did state the home is under construction but is concerned he will not have enough water to accommodate his needs once completed.

4. APPROVAL OF MINUTES

ACTION: Director Todd made a motion to accept the minutes of HWPUD Board of Director's meeting of August 15, 2023, as presented. Director Coviello seconded the motion. Directors Rohner, Farnsworth, 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 excellent financial condition and revenues are coming in as expected. She went on to say the District is in no danger of over expenditure and all transfers except for construction funds have been made. She stated that the debt payments have been made, with a due date of November 1st at approximately \$42,000. President Rohner inquired if the Knife River payment of \$1.2 million is complete. GM Neville stated we have around \$2 million more to pay, with the project expected to be complete by spring of 2024.

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

7. STAFF REPORT

GM Neville stated construction of 8,000 feet of line has been installed and connected. He went on to say the traffic is at times hectic with flaggers causing a 20 minute delay of a school bus recently. He stated that there have been three reports from customers of vehicle and/or property damage. GM Neville stated he reports to engineers who contact Knife River to communicate directly with customers, but they have not responded as timely as we would expect. Director Todd inquired about the tie in with City to provide water to help minimize the disruption of service at the beach. GM Neville stated the process went well working with the City. Director Todd inquired about the Board reviewing the new office plans. GM Neville said he expects an updated plan in December and will bring it to the Board. President Rohner asked about what is happening with the Mercer reservoir easement. GM Neville stated that the new owner cleared brush on the property and found our overflow pipe. He stated we discovered the overflow pipe is on his property and have surveyed the entire property working with the engineers to build a basin that would allow the overflow to

go to the basin and prevent erosion on the hillside. Director Spencer inquired about the low chemical supply. GM Neville stated we have other companies that would supply the chemicals if needed. Director Farnsworth asked what is causing the supply chain issues. GM Neville is not sure why but is working with the supplier and mentioned that we are not currently in short supply of chemicals but will continue to monitor the situation. Director Coviello made a comment that he is impressed with the construction crew and staff for their work on the pipeline from a customer's perspective.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

No new business.

10. ITEMS NOT ON THE AGENDA

a) Audit Report – Accountant Hornung presented a draft of the annual audit report. She summarized the auditor's findings stating that the most significant finding was a reclassification of a \$5,000 assets that resulted in an over expenditure of \$781. President Rohner stated the Board has been approving the financial monthly. GM Neville asked if there is anything in the report that makes the accountant uncomfortable. Accountant Hornung stated there is nothing in the report that makes her uncomfortable. Director Spencer asked that his name and title be updated in the back of the report. Director Farnsworth asked for updated format of information on the Directors.

ACTION: Director Farnsworth made a motion to accept the audit report of June 30, 2023, as presented. Director Coviello seconded the motion. Directors Rohner, Farnsworth, Todd, Spencer and Coviello voted aye. There were no nay votes.

b) The December Board meeting is rescheduled for Tuesday, December 12, 2023, at 4pm.

c) 3/4" Meter – The Board discussed a customer request for a 3/4" meter and further discussion will take place at the next Board meeting.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

a) HWPUD Rules and Policies

b) SDC Ordinance – Resolution 2023-01

c) New Rates and Fees Schedule – Resolution 2023-03

12. ADJOURNMENT

The meeting was adjourned at 5:00 pm.