

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

January 16, 2024

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 January 16, 2024.

2. ROLL CALL

Directors: Wendy Rohner, Crystal Farnsworth, and Frank Spencer; Budget Committee members Lanson Moles and Charlotte Ryner; General Manager Carl Neville, and Administrative Assistant Cindy Spinner, all present. Directors Debby Todd, Vito Coviello and Secretary of Record Brittany Hornung were 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 December 12, 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 provided an update on retired Board member Bob Hursh.

6. FINANCIAL REPORT

GM Neville reported that the District is in good financial condition with revenues coming in as expected.

ACTION: Director Spencer made a motion to accept the financial report of December 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 that WesTech will reimburse the District for the forklift rental. Director Spencer inquired if the District has researched purchasing a forklift. GM Neville stated with the cost of the ongoing projects he is mindful of the additional expense of purchasing such a large piece of equipment. President Rohner stated the equipment replacement fund is available to make this type of purchase. Director Spencer inquired if the filter work is covered by a warranty. GM Neville stated he will confirm and report to the Board. President Rohner inquired about the impacted of the broken water line by the trench collapsing on Heceta Beach Road. GM Neville responded that 4 customers were without water for half the day, until the repairs were complete. Director Spencer congratulated Rick Mason for his advancement to Operator 2. President Rohner inquired about the meeting regarding the Office and Shop replacement. GM Neville stated he met with the engineers from Dyer Partnership to go over plans. He went on to say he will bring the plans to the Board in a future meeting.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Mid-year Budget Review –

GM Neville presented the six months of financials for FY 2023-24. He stated the revenues are 59% collected so far in the first six months. Director Spencer inquired about why the general fund only has balances for the months of October through December. GM Neville will confirm with the Accountants and notify the Board. He went on to say personnel services are at 50% of the budget. He said overtime is higher due to the extra work on the current project. GM Neville will discuss with the Accountants why payroll taxes in the month of July are about a third higher than other months. Director Spencer inquired about the Secretary fund. GM Neville stated the category is for Accountants as Secretary of Record. He went on to say total material and services is \$800 higher compared to the prior year as the District is doing a good job at watching expenses. He stated he is watching expenses for the pump station maintenance as there was unexpected cost for the raw pump station rebuild. He stated in the debt service non-go fund the District paid off the Collard Lake loan early and the remaining loan has a balance of \$860,000. GM Neville said the construction funds costs are going well as the current Driftwood Shores project will spend more on paving, but the District will save about \$100,000 on rock backfill as ODOT allows use of sand on the highway. He stated in SDC funds we projected 12 new meters and we have sold 8 already this year. Director Farnsworth asked if the District is expanding. GM Neville stated the new meters were placed in exiting lots throughout the District. He stated under the equipment replacement fund for the Raw Water Pump Station project, we are waiting for the project to be scheduled. GM Neville stated water usage was down last month by about a million gallons in comparison to last year primarily due to the weather. Director Farnsworth inquired as to water usage compared to years prior to Covid. GM Neville stated he has not made a comparison beyond last year. Director Spencer inquired whether the overall excess revenue so far is due to the rate increase more so than the consumption. GM Neville stated if the consumption were the same the funds would increase solely due to the rate increase.

10. ITEMS NOT ON THE AGENDA

GM Neville asked the Board to think of any potential members to add to the Budget Committee.

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
- d) Appoint Budget Committee Members (Action Item)

12. ADJOURNMENT

The meeting adjourned at 4:52 pm.