

# Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

March 19, 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 March 19, 2024.

## 2. ROLL CALL

Directors: Wendy Rohner, Vito Coviello and Frank Spencer; General Manager Carl Neville, Administrative Assistant Cindy Spinner, all present. Director Debby Todd and Secretary of Record Brittany Hornung were absent.

## 3. PUBLIC COMMENT

No public comment.

## 4. APPROVAL OF MINUTES

ACTION: Director Spencer made a motion to accept the minutes of the HWPUD Board of Director's meeting of January 16, 2024, as presented. Director Coviello seconded the motion. Directors Rohner, Coviello and Spencer voted aye. There were no nay votes.

ACTION: Director Spencer made a motion to accept the minutes of the HWPUD Board of Director's meeting of February 20, 2024, as presented. Director Coviello seconded the motion. Directors Rohner, Coviello and Spencer voted aye. There were no nay votes.

## 5. PRESIDENT'S REPORT

No president's report.

## 6. FINANCIAL REPORT

GM Neville reported that the District is in good financial condition with revenues coming as expected but expenses are going out faster as costs are going up but no one category is alarming. President Rohner asked if projects not yet complete will be covered by the approved loan. GM Neville stated we have started discussions with the loan agency regarding extending the terms of the loan for increasing the dollar amount and timeframe he is also looking into grants to cover any differences. President Rohner inquired if costs are too high could we forgo a project. GM Neville stated the terms of the loan would require modification. President Rohner is mindful of costs and how it may affect current customer billings. GM Neville stated that the SDC funds may still be able to subsidize the additional costs. Director Coviello inquired about the change orders on existing construction and what is the percentage of the contract total. GM Neville stated he does not have the exact numbers but part of the changes made was requested by the County for more depth in paving of the roads. Director Spencer inquired as to why the monthly general fund is down \$266,000. GM Neville will research and get back to the Board.

ACTION: Director Spencer made a motion to accept the financial report of February 2024, as presented. Director Coviello seconded the motion. Directors Rohner, Coviello and Spencer voted aye. There were no nay votes.

## 7. STAFF REPORT

GM Neville mentioned water production is lower than previous year but revenue is slightly higher. He went on to say Operator Fisher passed is level one treatment exam. Board members congratulated Operator Fisher. GM Neville mentioned Operators Mason and Paselk are at an AWWA training class today on pressure reducing valves. President Rohner inquired about how many copper service lines are in the District. GM

Neville stated some of the older service lines are copper and Operator Fisher is reviewing lines for lead and copper for EPA reporting. President Rohner inquired about how it was determined a meter was failing. GM Neville stated that during routine meter reading the meter failed to respond and in manual review it was caught and repaired. President Rohner inquired as to what the District is concerned with regarding PFAS. GM Neville stated the EPA has requested testing. President Rohner asked where PFAS may be found in the system. GM Neville stated it is measured at the entry point and is found as water leaves the treatment plant and enters the distribution stream. Director Spencer asked when we expect the test results. GM Neville stated the results were expected a week ago but we are still waiting. President Rohner and Director Spencer asked if an issue is found in the samples what are the next steps. GM Neville stated we look at our filtration plan which includes Granulated Activated Carbon (GAC) filters that are designed to absorb these types of chemicals. He went on to say we will work with engineers on a plan. President Rohner inquired about the relocated water meter and if the District charges the customer. GM Neville stated we do, unless as in this case, moving the meter was beneficial to the District. President Rohner asked about delays in upcoming projects. GM Neville stated the engineers have been in continuous contact with the agencies to speed up approval. Director Spencer asked about finalizing the replacement line project. GM Neville is in discussions with the contractor and engineer to separate out the remaining balance owing on the existing contract, close out the budget then create a new contract with remaining balance for any outstanding items that will be completed in spring to summer months. Director Coviello asked if engineers are on site for the projects. GM Neville stated the District requested an engineer part-time to inspect, which saved the District on the cost of a full time inspector. GM Neville is the inspector for the remaining days and reports to the engineers throughout the project.

8. UNFINISHED BUSINESS  
No unfinished business.

9. NEW BUSINESS

a) Appoint Board Member – President Rohner mentioned that Director Crystal Farnsworth resigned effective March 15, 2024 as she moved out of the District. David Goss agreed to join the Board.

ACTION: Director Coviello made a motion to accept David Goss to fill the Board position for Subdivision 5. Director Spencer seconded the motion. Directors Rohner, Coviello and Spencer voted aye. There were no nay votes. Director Goss took the Oath of Office as a newly appointed Director.

b) Appoint Budget Committee Members – GM Neville mentioned that Lanson Moles is a returning Budget Committee member for a full three-year term; Jerry Ward, a Lieutenant for Western Lane Fire & EMS has lived in the District for 18 years and will replace position 1 for the remaining two years; and Wade Davenport, retired and recommended by Crystal Farnsworth, has lived in the District for almost 2 years and will replace position 5 for the remaining two years.

ACTION: Director Spencer made a motion to accept Lanson Moles, Jerry Ward and Wade Davenport as Budget Committee Members for terms noted for each position. Director Coviello second the motion. Directors Rohner, Coviello, Spencer and Goss voted aye. There were no nay votes.

10. ITEMS NOT ON THE AGENDA

President Rohner inquired if the District has an in-house First Aid/CPR trainer. Assistant Spinner responded that she is a certified First Aid/CPR/AED trainer and is responsible for training the staff.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) Appoint Board Vice President (Action Item)
- b) Appoint Budget Committee Member (Action Item)
- c) HWPUD Rules and Policies (Action Item)

12. ADJOURNMENT

The meeting adjourned at 4:40 pm.