

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

April 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 April 16, 2024.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Vito Coviello and Frank Spencer; Secretary of Record Brittany Hornung; General Manager Carl Neville, Administrative Assistant Cindy Spinner, all present. Director Dave Goss was 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 March 19, 2024, as corrected. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello and Spencer voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

President Rohner stated that the completed GM evaluation is to be either turned into the office in the attached envelope prior to or delivered to her at the May Board meeting.

6. FINANCIAL REPORT

Secretary Hornung reported that the District is in great financial condition with revenues coming as expected and we are not in any danger of over expenditure in any category or fund. Director Spencer inquired as to what is the increase in the General fund compared to last month. Secretary Hornung stated it was primarily a transfer to the construction fund. President Rohner inquired as to what consists of the Dyer payouts. GM Neville stated the Dyer payments are for engineer's work on the current and future projects.

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

7. STAFF REPORT

GM Neville stated everything is going smoothly, the crew is great and working on their own much of the time. He mentioned the time-loss accident and that we are taking steps to prevent injuries in the future. Director Spencer inquired about inflation, asking if the District had seen such significant cost increases in the last couple of years. GM Neville stated we have seen increases of 2 to 3 percent in prior years. GM Neville mentioned he is still waiting for the PFAS sampling. He stated the waterline project is proceeding with final paving this week, but there are more punch list items to finish. He went on to say the Engineers have a call into OHA regarding the Enchanted Valley Pump station. GM Neville said there has been a delay with the plans for the Office/Shop project, as Engineers are onsite inspecting the paving for the water line project. Director Spencer asked for a more detailed explanation regarding the meter audits. GM Neville stated that the meter audit project was to clean up the billing system so the meter specifications match the actual meters and to confirm if the meters are working correctly but there is no effect on customer billing. President Rohner inquired as to how the leak was located on Mercer Creek Drive. GM Neville stated that someone called in the leak as water coming up through the blacktop. He went on to say the poly used is brittle due to

the age and type of material, causing it to break easier than the current flexible type of poly. Director Spencer asked if we should do preventative maintenance in replacing the old poly. GM Neville stated it is on the to-do-list but we are waiting to get through with the current projects.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Election of Officers – President Rohner mentioned that due to Director Crystal Farnsworth resignation, we need to elect a new Vice President.

ACTION: President Rohner nominated current Secretary/Treasurer, Debby Todd as Vice Present. Director Spencer seconded the motion. Directors Rohner, Todd, Coviello and Spencer voted aye. There were no nay votes.

Director Todd nominated Vito Coviello as Secretary/Treasurer. Director Spencer seconded the motion. Directors Rohner, Todd, Coviello and Spencer voted aye. There were no nay votes.

b) Appoint Budget Committee Member – GM Neville mentioned that Karen Sievers, who used to be a Budget Committee member, has agreed to rejoin the committee for a full three-year term.

ACTION: Director Todd made a motion to accept Karen Sievers as a Budget Committee Member. Director Spencer second the motion. Directors Rohner, Todd, Coviello, and Spencer voted aye. There were no nay votes.

c) Business Oregon Authorized Signature Card – resign signature card with current authorized signers.

d) Oregon Pacific Bank Authorized Signature Card – provide instruction letter to add authorized signers to Bank account.

10. ITEMS NOT ON THE AGENDA

a) President Rohner suggested allowing Director Goss, appointed to the Board last month, to opt out of completing the GM Evaluation. President Rohner will discuss the choices with Director Goss.

b) President Rohner opened the discussion of the Board moving to bi-monthly meetings. Director Spencer is fine with that if it does not interfere with the Budget. Director Todd is concerned that the Board may miss something typically found during monthly discussions and delaying preventative measures. Director Coviello would prefer monthly meetings as there is a need to maintain comradery, understanding and knowledge for those that work in the District. Secretary Hornung mentioned for bi-monthly meetings, if a Board member is absent, it would extend their outage to four months. The Board consensus was to continue with monthly meetings.

c) GM Neville is looking for a temporary facility within the District boundaries to conduct the Board meetings when the new office is under construction.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

a) HWPUD Rules and Policies (Action Item)

12. ADJOURNMENT

The meeting adjourned at 4:34 pm.