

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

August 20, 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 August 20, 2024.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Vito Coviello, Frank Spencer, and Dave Goss; Secretary of Record Jennifer Marus; Dyer Partnership Engineers Andy Hall and Aaron Speakman; Emerald Technology Group IT Support James Langan; General Manager Carl Neville, Administrative Assistant Cindy Spinner, all present.

3. PUBLIC COMMENT

No public comment

4. APPROVAL OF MINUTES

ACTION: Director Todd made a motion to accept the minutes of the HWPUD Board of Director's meeting of June 18, 2024, as presented. Director Goss seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

No President's report.

6. FINANCIAL REPORT

Secretary Marus reported that the District's financials in this new budget year, are in excellent condition with revenues coming in as expected and Hornung will continue to monitor expenses. She went on to say Hornung's goal is to get prior year financial information to auditor in the next few days. Director Todd inquired if the cash on hand was in one bank and earning interest. GM Neville will discuss with the accountants and get back to the Board.

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

7. STAFF REPORT

GM Neville mentioned Operator Mason passed his filter endorsement with the State of Oregon and is fully certified, the first employee since 2015 to do so. He went on to say this is great for the District with three employees fully certified. Director Spencer inquired if any other employees are near certification completion. GM Neville stated that Operator Paselk will be taking his level twos this fall and Operator Fisher is eight months out on his level twos. President Rohner inquired about Knife River 2-inch line repair and if there was impact to the District customers. GM Neville stated that Knife River did a decent job repairing the line and the warranty period has not started as the project is not complete. He stated that the only impact to customers is the time it takes to repair the line, which took a couple of hours. Director Spencer inquired as to what caused the failure in the line. GM Neville showed the Board the piece of a threaded PVC that connects to a valve that had cracked around the connection. He stated that this part has failed a couple of times in different areas. President Rohner asked about the number of connections installed in the new section of pipe. Engineer Hall stated there are 14 threaded PVCs in the area. President Rohner inquired if Knife River is going to replace all before it fails. GM Neville stated repairs will happen as it fails and warranty is for one year starting once the project is complete per the contract, but the warranty will extend if the part needs replaced by Knife River within the year. Engineer Speakman mentioned that Knife River will finish

installing thrust blocks that will reinforce the PVC and pipes. President Rohner asked if Knife River will finish the blocks before the project is complete. Engineer Speakman stated that is would. Director Spencer inquired if there is a way to confirm other sections are good. Engineer Speakman stated that pressure tests will alert of any failures. President Rohner inquired about the raw water pump station. GM Neville stated an analog input card in the PLC failed to transmit a usable signal so Olsson Control came out and replaced the card, protecting by fusing it to the PLC. Director Spencer inquired about Olsson Controls recommendations made to improve protections. GM Neville stated Olsson Controls checked if any ground loops were possible, including checking if the shielding wire is looped on the Belden cable and found everything was okay.

8. UNFINISHED BUSINESS

a) Cyber Security – Emerald Technology Group CEO, James Langan discussed how IT support provides cyber security for the District. He discussed the number of network systems for the office and the plant. He talked about the specific protections for each network. Mr. Langan discussed limited outside access available to authorized vendors by GM Neville to access at the time needed. The Board and Mr. Langan discussed security features of current and implementation of future enhancements.

9. NEW BUSINESS

District Office and Shop Buildings Bid – Engineers Hall discussed the four bids received for the new build. He discussed the engineer’s recommendation to accept the bid and award a contract to Gerding Builders LLC in the amount of \$1,687,000 which is under the original cost estimation. Director Spencer asked, besides the price, are there specifics for each contractor to consider. Engineer Speakman stated the District must follow Oregon public contracting rules regarding accepting bids, which includes accepting the lowest bid. Director Coviello inquired if the District Attorney will review the contract. Engineer Hall responded that the Engineers have sent the contract to the Attorney’s.

ACTION: Director Spencer made a recommendation to award the contract to Gerding Builders LLC for the District office and shop as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

ACTION: Director Todd made a motion to authorize GM Neville to sign and execute the contract as presented. Director Goss seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

10. ITEMS NOT ON THE AGENDA

a) President Rohner explained the FY 2024-25 budget does not include the District’s contribution for employer health care costs, therefore this benefit will be address in future meetings in April 2025, before the approval of the next year’s budget.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) HWPUD Rules and Policies (Action Item)
- b) Employer Health Care Contributions – April 2025 (Action Item)

12. ADJOURNMENT

The meeting adjourned at 4:40 pm