

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

September 17, 2024

Board of Directors' Meeting

1. CALL TO ORDER

Vice-President Todd called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on September 17, 2024.

2. ROLL CALL

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

3. PUBLIC COMMENT

No public comment

4. APPROVAL OF MINUTES

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

5. PRESIDENT'S REPORT

No President's report.

6. FINANCIAL REPORT

Secretary Hornung reported that the District's financials are in excellent condition with revenues coming in as expected and Hornung will continue to monitor expenses each month. She went on to note there is a correction on the front page cash report, the total cash for the current month is the same as the previous month as the totals appear to not calculate correctly. She mentioned the total cash is accurate on Total Checking/Savings section in the financials.

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

7. STAFF REPORT

GM Neville mentioned the new service truck purchased with the basic options available. He talked about the off-site meeting room needed during the new office rebuild and we have set up for future Board meetings at Driftwood Shores Hotel. He mentioned the pre-construction meeting schedule for next Monday with the contractors to discuss the staging and timeline of the new office and shop project. Director Todd inquired about security and internet for the temporary facilities. GM Neville stated the contractor is working with utilities and IT group to coordinate the change over of services. Director Coviello inquired about customer notification of the change in office location and Board meetings. GM Neville stated we will be sending out a mailer to notify about the end of the pipeline project as well as inform about the new office and shop project. Director Todd asked that we also utilize the radio for advertising. GM Neville stated after discussions with the engineers we have decided to combine the Enchanted Valley Pump Station upgrade with the Treatment Plant improvement project to go out for one bid as a single project. Director Todd inquired about the leak on the Linda Way. GM Neville stated the previous repair failed as the lines are brittle so we changed our method getting a good temporarily fix. He went on to say we will change out the service lines burrowing under to avoid tearing up the road. GM Neville discussed the preparation for moving items out of the office and shop ahead of the start of the project.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) District Banking – Secretary Hornung explained the District is receiving 1.4% on deposited funds. She stated the District also has an account at Zion bank which is a non-interest holding account for payments made online. She stated that the District maintains a minimum balance of \$25,000 at Zion and the office transfers funds to the primary account at least once a month. GM Neville mentioned we are looking into other deposit options available to the District. Secretary Hornung discussed other deposit options and interest rates available with current and other institutions. President Rohner inquired if the deposit insurance covers more than \$250 thousand. Secretary Hornung mentioned that Oregon has a qualified depositories that provides full coverage on deposits by pooling municipalities. GM Neville inquired as to what is a CD ladder. Secretary Hornung discussed structuring deposits in various CDs with differing maturity dates to provide flexibility for access to funds. President Rohner inquired about higher interest rates for short term CDs. Secretary Hornung stated the shorter the majority date the higher the rate. She mentioned that the District’s attorney has recommended the District invest with the State Treasurer that provides investment options following Oregon Revised Statutes (ORS) 294 requirements for municipality investments which the District has done in the past. The Board has requested a special meeting to receive more information regarding deposit options and have the attorneys prepare an investment policy and resolution. Board requested the Special Board Meeting occur on Monday, September 30, 2024 at 1:00 pm.

10. ITEMS NOT ON THE AGENDA

No items not on the agenda.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

No suggestions for future meetings

12. ADJOURNMENT

The meeting adjourned at 4:42 pm