

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

October 15, 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 October 15, 2024.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Frank Spencer, and Vito Coviello; Secretary of Record Brittany Hornung and Jennifer Marus; Attorney Heather Martin; General Manager Carl Neville, Administrative Assistant Cindy Spinner, Operator 1 Kyler Paselk, all present. Director David Goss was 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 September 17, 2024, as presented. Director Todd seconded the motion. Directors Rohner, Todd, 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 September 30, 2024, as presented. Director Todd seconded the motion. Directors Rohner, Todd, Coviello, and Spencer voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

No President's report.

6. FINANCIAL REPORT

Secretary Hornung reported that the District is in excellent financial condition with revenues coming in as expected. She reported the District is not in danger of over expenditure in any category as Hornung monitors the financials monthly. She reported that the transfer from general fund to debt service fund as written in the budget will be complete with the check signed today.

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

7. STAFF REPORT

GM Neville acknowledged Operators Rick Mason and Greg Fisher have been cleaning out the shop and recycling materials to prepare for the new building project. Director Todd inquired if we are completing an inventory. GM Neville stated the plan is to conduct inventor once the new building is complete. He discussed the section on staff versatility regarding Operator Kyler Paselk. He discussed the new main line service put in on Perpetua, a county right of way limited access road, and the District has collaborated with the residents to find a solution to get the line to the property without disturbing the natural brush. The Board expressed appreciation to GM Neville for his dedication to protecting the District while maintaining good relationships with customers. Director Spencer inquired with the Driftwood Shores Water Line punch items complete, if this included the contractors reinforcing the PVC sections. GM Neville stated all items are complete and that the District will conduct pressure tests prior to the warranty expiration to verify. Director Todd inquired on how long County takes to issue permits. GM Neville stated he does not know the amount of time for permits but it took seven months to get the permits for the Sutton Pump station.

8. UNFINISHED BUSINESS

- a) Resolution 2024-03 and Investment Policy – Beery, Elsner & Hammond LLP Attorney Heather Martin discussed proposed investment policy for the District. She stated that the investment policy provision comes from the Oregon State Treasurer for municipalities that has guardrails and guidelines for investments. She continued to state adopting an investment policy does not mean the District has to use all parameters but it ensures if investing, the District must follow state laws. Attorney Martin stated the policy is an overview of investing public monies, budgeting, and reporting requirements. President Rohner mentioned the Board concerns about resolution general language that currently allows General Manager to invest District funds. Attorney Martin says in the policy it states the GM would still need to get Board permission to invest in anything other than what the resolution outlines and she could spell it out more clearly within the policy to limit the role of the GM in investing. President Rohner indicated that she would like to protect the District and the GM to limit investing options within the policy. Secretary Hornung inquired if in the policy, under Delegation of Authority and Responsibilities it already addresses this provision. Director Todd stated the resolution should be the controls for the investments with controls listed under the Controls Delegation of Authority section in the policy. Attorney Martin agreed. Director Todd said both the District provides the resolution and policy to the Financial Institution so include controls in both documents. GM Neville stated it should read investments would require Board action prior to making investments. Director Spencer and President Rohner requested updates to the language within the policy. Attorney Martin will revise both resolution and policy and submit it for Board approval at the next meeting.

9. NEW BUSINESS

No new business.

10. ITEMS NOT ON THE AGENDA

- a) Reedsport Watershed – Operator Kyler Paselk discussed a meeting that he and Operator Jeremy Moore attended on August 15 in Reedsport watershed. He reported that Reedsport is one of two districts that are unfiltered in Oregon, making it out of compliance with the Safe Drinking Water Act. He reported that Reedsport is attempting to secure a grant from the Drinking Water Source Protection to purchase 332 acres section of the watershed that a logging company currently owns to prevent rain wash sediment from entering its drinking water. Operator Paselk reported that the fund is five million dollars available to water districts with less than 25,000 users. President Rohner inquired to the amount of homes the watershed services. He stated around 4700 population that covers Reedsport, Gardner, and Winchester Bay. He said that Reedsport has a similar population to our District but uses double the water with half of its properties unmetered. He reported on the opportunity to meet EPA and forest service personnel. The Board discussed the county easements and the permits that limit water usage rights for the District.

11. AGENDA SUGGESTION FOR FUTURE MEETINGS

No agenda suggestions.

12. ADJOURNMENT

The meeting adjourned at 5:05 pm