

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
January 21, 2025
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 January 21, 2025.

2. ROLL CALL

Directors: Debby Todd, Wendy Rohner, Vito Coviello and Frank Spencer; Budget Committee members: Charlotte Ryner, Jerry Ward, Wade Davenport, and Karen Sievers; Secretary of Record Brittany Hornung; General Manager Carl Neville, and Administrative Assistant Cindy Spinner all present. Director David Goss and Budget Committee member Lanson Moles were absent.

3. OATH OF OFFICE

Directors Rohner and Coviello took an oath of office as newly elected directors.

4. APPOINT NEW BOARD MEMBER

ACTION: Director Rohner made a motion to appoint David Goss to the vacant Subdivision seat #5. Director Coviello seconded the motion. Directors Todd, Rohner, Coviello and Spencer voted aye. There were no nay votes. David will take the oath of office at February's Board meeting.

5. ELECTION OF OFFICERS

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

6. PUBLIC COMMENT

No public comment.

7. APPROVAL OF MINUTES

ACTION: Vice President Rohner made a motion to accept the minutes of HWPUD Board of Director's meeting of December 17, 2024, as presented. Director Spencer seconded the motion. Directors Todd, Rohner, Coviello and Spencer voted aye. There were no nay votes.

8. PRESIDENT'S REPORT

No president's report.

9. FINANCIAL REPORT

Secretary Hornung reported that the District financials are in excellent standing with revenues coming in as expected and there is no danger of over expenditure in any category.

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

10. STAFF REPORT

GM Neville mentioned that Operator Kyler Paselk passed his Treatment 2 test with one more state test in a year. He spoke about filter 3 is off for winter maintenance. He spoke about the repair of the service line on Rhododendron Loop. GM Neville spoke about the disturbed landscaping and gravel on property caused by

the fire hydrant flushing. He mentioned we repaired and the customer is satisfied. He spoke about operators clearing brush around meters for proper clearances. He stated that Operator Greg Fisher has identified all air leaf and blow off valves. Vice President Rohner inquired about whether the valve near her house is an air relief or blow off valve. GM Neville stated Operators will come out and look at it. President Todd mentioned she had heard from a customer inquiring about what chemicals are include in the water. Director Spencer stated the District should be able to explain how chemicals dissipate in the water. GM Neville stated there is no standard for dissipated water but would recommend customers to speak with pet stores or gardeners.

11. UNFINISHED BUSINESS

No unfinished business.

12. NEW BUSINESS

- a) Mid-Year Budget Review – GM Neville presented the six months of financials for FY 2024-25. GM Neville stated that water revenue is 57% collected and anticipated to be 5% over at fiscal year-end. He went on to state that personnel services are 48% paid with an anticipated \$34,000 surplus at fiscal year-end. He stated that materials and services are 37% with \$527,000 budgeted. GM Neville stated that SDC Improvement fund is 82% collected with total SDC Development charges at 75% collected. He stated that the current loan has been paid. He mentioned that the water line replacement job is finished and anticipates the start of the office and shop build to begin in March 2025. GM Neville discussed that the contract for the Enchanted Valley Pump Station has been awarded to Ray Wells and the pre-construction meeting will be at the end of January. Director Spencer asked about the penalty if projects are not complete by the deadline in the loan. GM Neville stated he and the engineers will meet with Business Oregon to extend the timeline for projects. Director Todd inquired about the District’s investment. Secretary Hornung mentioned the lengthy process to establish the account so we can transfer the funds.
- b) Add Fluoride to Drinking Water – GM Neville stated that fluoride is not required to be put into the Districts drinking water. He stated that Oregon is ranked 49th for fluoridation per CDC and City of Florence is the only water district that puts fluoride in its water in Lane County. GM Neville spoke with an operator at the City that spoke on the issues with equipment using fluoride. President Todd suggested the District could supply fluoride tablets to customers on request. Vice-President Rohner stated she would prefer not to add chemical to the Districts water as toothpaste has fluoride. GM Neville recommended not adding fluoride to water. Director Spencer inquired if the District could hear from an expert form either the county or state. President Todd is satisfied with how the Districts Board operates and does not feel it is necessary to proceed. The Board is not interested in pursuing adding fluoride currently.
- c) Late Fees and Payment Arrangements – GM Neville discussed the current procedure for waiving late fees and making payment arrangements. He is working to strengthen the procedures by adding to the District’s policy. He suggests increasing the late fee, creating a procedure for short term and long term payment arrangements. GM Neville will provide all policy changes to the Attorney for review.

13. ITEMS NOT ON THE AGENDA

Director Spencer inquired if there is adequate pressure and flow for the fire hydrants in the District. GM Neville stated there has been good pressure and flow and the District is working to establish better communication between fire and the District. He stated that the District’s Master Plan further discusses the fire flows. He mentioned we can change reservoirs in times of emergencies to ensure water flow.

14. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) End of Year Backflow Summary – Operator Kyler Paselk (Discussion Item)

15. ADJOURNMENT

The meeting adjourned at 5:06 pm.