

Heceta Water People's Utility District

87845 Hwy 101

Florence, OR 97439

November 19, 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 November 19, 2024.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Vito Coviello, Frank Spencer, and David Goss; General Manager Carl Neville, and Administrative Assistant Cindy Spinner, all present. Secretary of Record Brittany Hornung 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 October 15, 2024, as presented. Director Coviello 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

GM Neville reported that the District revenues are coming in as expected with timely paid bills and no danger of over expenditure in any category.

ACTION: Director Goss made a motion to accept the financial report of October 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 today he received the penetration test report which he will discuss with Summit and Emerald Technology Group. He mentioned the Collard leak took a little time to locate as the water did not surface. President Rohner inquired if it was a part failure. GM Neville stated it was apart from 2017 but it is in an area where the mail truck drives over each day. He discussed the annual fire extinguisher test conducted by C&S Fire Safe Services on 27 extinguishers throughout the District. He stated that a tree top broke off at the raw water pump station causing a power outage that our emergency generator ran until the power company was able to complete the repairs. GM Neville mentioned the City annexation for sewer on one Sea Breeze property. Director Coviello inquired about permits for the new office and shop buildings. GM Neville anticipates permits to be issued in January 2025.

8. UNFINISHED BUSINESS

- a) Approve Investment Policy – President Rohner inquired as to the range of amounts listed in the policy. GM Neville stated the range gives us the opportunity to invest funds to earn the most amount of interest. He stated that he will keep 6 months operating funds as we start and may drop down to 3 or 4 months. Director Todd inquired if the funds in the construction fund are for the buildings project. GM Neville stated the money will transfer from the general fund as Business Oregon disperses from the loan. President Rohner asked if the investment money will be safe, but we may lose interest if we withdrawal early. GM Neville stated the short-term investment is a no risk fund as the principal would remain with interest earned at time of withdrawal. He stated that if we invested in CD's we would lose interest if we

withdrawal funds before term expires. President Rohner inquired as to who the prudent person is referencing in the policy. Director Todd stated prudent person is the Board for final approval.

ACTION: Director Spencer made a motion to approve the Investment Policy, as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss individually voted aye. There were no nay votes.

- b) Resolution 2024-03 Adopt Investment Policy – President Rohner read the resolution. Director Spencer inquired if investments require the Board to approve prior to making any investments. GM Neville stated he will bring to the Board for approval of any investments.

ACTION: Director Coviello made a motion to adopt the investment policy resolution 2024-03, as presented. Director Todd seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

9. NEW BUSINESS

- a) Resolution 2024-04 – Adopt Customer Assistance Program (CAP) – Administrative Assistance Spinner discussed the changes to the existing resolution 2014-12. She stated that the annual renew timeline is updated to match Siuslaw Outreach Services, the leading LIHEAP qualifier, and we have strengthened the qualifications in the attached exhibit to the resolution.

ACTION: Director Todd made a motion to adopt the customer assistance program resolution 2024-04, 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

No items not on the agenda.

11. AGENDA SUGGESTION FOR FUTURE MEETINGS

No agenda suggestions.

12. ADJOURNMENT

The meeting adjourned at 4:37 pm