

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
February 18, 2025
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 February 18, 2025.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Vito Coviello, Frank Spencer, and David Goss; Secretary of Record Brittany Hornung; General Manager Carl Neville, Administrative Assistant Cindy Spinner and Operator Kyler Paselk, all present.

3. OATH OF OFFICE

Director Goss took an oath of office as newly appointed director.

4. ELECTION OF OFFICERS

ACTION: Director Todd nominated Wendy Rohner as President. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

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

5. PUBLIC COMMENT

No public comment.

6. APPROVAL OF MINUTES

ACTION: Director Spencer made a motion to accept the minutes of HWPUD Board of Director's meeting of January 21, 2025, as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

7. PRESIDENT'S REPORT

No president's report.

8. 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. She went on to say the transfer of \$1.49 million to the Oregon Short Term Fund pool happened on February 7, 2025 at a rate of 4.7%. Director Spencer asked if the District gets an alert when the rate changes. GM Neville receives an email when the rate adjusts. Secretary Hornung checks the rate at least once a month. Director Spencer inquired about the reduced balance in the general fund. GM Neville stated the cause was the one time annual payment for insurance. Director Rohner asked if the interest is compound daily or monthly. Secretary Hornung will gather the information and report at the next meeting.

ACTION: Director Spencer made a motion to accept the financial report of January 2025 as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

9. STAFF REPORT

GM Neville mentioned that Charlotte Ryner resigned from the budget committee and he will bring potential names for consideration at a later meeting. GM Neville discussed the installation of the rebuilt raw water pump. He mentioned the rebuilding of the sound barrier behind the plant generator. He mentioned the

installation of a meter for the new office construction. GM Neville discussed the new temporary driveway for the contractors so the main driveway will be available to customers and employees. Director Spencer inquired about the projection timeline for completion of the new build. GM Neville stated there are 240 days of construction and expected to be complete in September. Director Rohner inquired about the bulk water station. Operator Paselk stated the project is half complete as staff are adding piping and moving the station to the west of its current location. Director Rohner inquired about the replacement part for the filtered chlorine pump. GM Neville stated Operator Moore is looking for a replacement part at the lowest cost.

10. UNFINISHED BUSINESS

No unfinished business.

11. NEW BUSINESS

- a) Budget Review Process – Director Rohner asked that the budget meetings be separate from the Board meeting. The Board consensus was to have the Budget Committee meet at 3:30 pm, close that meeting and then open session for the regular Board meeting.
- b) Appoint Budget Officer –
ACTION: Director Rohner nominated GM Neville to appoint as Budget Officer for FY 2025-26. Director Todd seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.
- c) 2025 COLA – GM Neville presented the 2024 CPI for Urban Consumers that the District based the cost-of-living adjustments on, at 2.8 percent effective July 1, 2025.
ACTION: Director Todd made a motion to approve the 2025 COLA as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.
- d) Approve Payment Arrangement Policy – Director Todd inquired as to how the customer will apply for the payment arrangements. GM Neville stated an agreement form will be available for the customer to make a request for payment arrangements. Director Spencer inquired if we are notifying all customers of the change in policy. GM Neville will confirm with the District’s attorney.
ACTION: Director Goss made a motion to approve the Payment Arrangement Policy as an amendment to the District’s policy, as presented. Director Todd seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.
- e) End of Year Backflow Summary – Operator Paselk discussed the 2024 backflow assemblies of 253 devices reported to the Oregon Health Authority. He went on to say that 44 devices are reduced pressure assemblies’ which provide the highest level of protection. He stated that 208 devices are double check assemblies’, up eight from last year with one pressure vacuum assembly. He stated that all devices evaluated in 2024, with the District completing 193 tests and other agencies evaluating 57 devices. President Rohner inquired as to why customers choose other agencies. Kyler stated it is the customers’ preference. He mentioned the District is the enforcing agency for evaluating the assemblies. Director Spencer inquired as to who owns the devices. Operator Paselk stated that customers own the devices and there are several reasons that customers would require a device, such as irrigation systems to prevent backflow of water that would contaminate the Districts’ water source. He stated that new homeowners receive a questionnaire that will alert the District to homes that may require assemblies.
- f) S22009 Business Oregon Loan Update – GM Neville presented the draft budget projections created by Dyer Partnership for the remaining three projects. He stated that due to the increase in the cost of supplies we have been paying out of pocket on a couple of the projects to lessen the amount we need from the loan. He stated that we are looking to pay out of pocket for the treatment plant and SCADA improvements but are still short by \$300 thousand. He stated that Business Oregon will increase the loan

to \$7 million to help cover the additional costs. The Board approves of the direction GM Neville is taking to finish these projects.

12. ITEMS NOT ON THE AGENDA

Director Spencer inquired who owns the fire hydrants within the District. GM Neville stated the District owns the hydrants. Director Spencer inquired about the capacity of the hydrants. GM Neville stated the flow comes from the size of pipe connected to the hydrants. He stated the District evaluates the hydrants and replaces the hydrants as needed.

13. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

14. ADJOURNMENT

The meeting adjourned at 4:59 pm.