

Heceta Water People's Utility District  
87845 Hwy 101  
Florence, OR 97439  
April 15, 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 April 18, 2025.

2. ROLL CALL

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

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES

ACTION: Director Spencer made a motion to accept the minutes of HWPUD Board of Director's meeting of February 18, 2025, as presented. Director Coviello seconded the motion. Directors 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 financials are in excellent condition with everything coming in as expected. He mentioned that we can expect to see disbursements come into the general fund for financing the construction of the Office and Shop. He discussed the answers provided by Secretary Hornung, to the Boards questions from the last meeting, on how the interest for the Oregon Short Term Fund is compounded and what the increase in COLA will cost the District.

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

7. STAFF REPORT

GM Neville reported on the leak at the water main that occurred in February on Mercer Lake Road. He stated the break occurred right above the culvert making it difficult to find and not in but near water way work. Ray Wells installed a 20 foot section of new pipe as the original pipe was from 1969. Director Spencer inquired whether the District needs to purchase more essential supplies now before costs potentially increase. GM Neville responded we do a reasonable job at keeping supplies in stock, aware of shelving items beyond the expiration dates. He went on to discuss the failure of the filter pump, expected to with 20 years running it 12 hours a day. He stated we are waiting for the order of gaskets and expect to finish putting the pump together next week. Assistant Spinner discussed the implementation of the new Payment Arrangement Policy saying an agreement form has been prepared for customers that wish to pay beyond the due date. She said we currently have two customers, due to substantial leaks, who have applied for long-term arrangements. She stated customers have positively accepted the policy and so far, no one has applied for the short-term payment arrangements. Director Todd inquired about any changes to the Customer Assistance Program (CAP). Assistant Spinner stated that the District relies on two agencies in Florence that provide receipts for our customers showing they qualify as low income. She stated that the process happens

in November of the prior year for the current year. She stated we will know more later this year as to whether any changes are necessary to the process. GM Neville mentioned he supplied the annual Budget Calendar for the Boards review and to contact him to make any adjustments, if needed.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Appoint Budget Committee Member – GM Neville mentioned that Alan Whiteside, former Board member as agreed to replace position 4 for the remaining one year.

ACTION: Director Spencer made a motion to accept Alan Whiteside as a Budget Committee Member serving a one year term. Director Goss seconded the motion. Directors Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

b) Employer Health Care Contributions Update – GM Neville discussed the Board has requested to review the policy for the employer portion of health care coverage. He stated based on the increase expected for health coverage he recommends no changes to the policy.

10. ITEMS NOT ON THE AGENDA

Director Spencer inquired if we are on schedule for the construction of the new office and shop. GM Neville stated we are still waiting on permits to start building but we are still within the timeline for completion. He stated the contractors are still doing what they can in preparation for the approved permits.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

No suggestions for future meetings.

12. ADJOURNMENT

The meeting adjourned at 4:20 pm.