

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
June 17, 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 June 17, 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, and Administrative Assistant Cindy Spinner, all present.

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 April 15, 2025, as presented. Director Goss 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

Director Todd inquired as to what the System Development Charge (SDC) fund can be spent on. GM Neville stated his understanding is the improvement fund is for funding planned projects and the reimbursement fund is for finished projects and paydown of loans. Director Todd inquired if the improvement fund could be used for emergencies on current projects. Secretary Hornung stated the SDC funds give the District financial stability and flexibility for future planning, shows as a symbol of health in the District. Director Spencer inquired about the amount of interest earned in funds deposited at Oregon Short Term Fund. Secretary Hornung responded that the interest is reported separately under each fund the investment originated. President Rohner inquired as to the total interest earned this month. Secretary Hornung stated the interest earned in May is around \$6,400. Director Todd asked to see the total interest on the summary page along with the rate. Secretary Hornung agreed to list the monthly interest earned on the summary page.

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

7. STAFF REPORT

GM Neville discussed continuing education that staff have completed or is scheduled for this year. President Rohner congratulated staff for continuing education. GM Neville stated that Operators Mason and Moore have replaced three curb stops (the valve on our side of the meter). He said the curb stop allows for lock off at a property. GM Neville mentioned Operator Fisher has been working to complete maintenance on 260 hydrants in the District, which includes apply yellow paint. GM Neville mentioned the 176 work orders including meter replacements and radios installed by Operator Mason. President Rohner noted she thought all meters had radios. GM Neville stated there are several anomalies that do not accommodate a radio. He stated next year's budget includes additional radios; however, some meters are larger in size and costly to replace, that may not allow for radios. President Rohner stated she was happy to see no delinquent turnoffs. GM Neville stated Admin Spinner works closely with our customers to avoid shutoffs, saving costs for the District. GM Neville discussed Operator Paselk completed 22 cross connection tests this month. Operator

Paselk summarized the damaged water main on June 6th. He stated that Hyak was doing some directional drilling on Bay Berry Drive and broke our water line in two spots. He said upon arrival, he and Operator Moore immediately shut off water and assessed the damage, calling in Operator Mason to assist. He stated they called in Ray Wells to complete the extensive repair. He noted that the water was off about six hours and boil water notices issued to 43 homes. Operator Paselk stated the lines were flushed until midday Monday. Director Todd inquired as to what work Hyak was doing. Operator Paselk stated Hyak was installing lines underground for internet services. President Rohner inquired if pictures were taken of the damage. Operator Paselk stated there were several pictures taken of the damage and repairs and noted the District was spot on for the locates. Director Spencer inquired if the District was pursuing damages. GM Neville stated he spoke with the Hyak crew on Monday and spoke with the supervisor. Director Coviello inquired if the attorney has been notified. GM Neville stated not at this time but will contact insurance for a damage claim, if necessary. Operator Paselk stated a ten foot section of pipe was replaced by Ray Wells. Director Spencer inquired about whether estimates include staff time. GM Neville stated it does, including Admin Spinner who stayed and answered incoming calls after hours. Director Spencer noted that the total amount of water revenue for this year compared to the previous year does not match the total for the six months presented. GM Neville stated the total collected comes from the fiscal years, starting in July through May, and the total transaction summary report is from December to May.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Resolution 2025-01 – HWPUD FY 2025-2026 Adopting Budget and Making Appropriations –

ACTION: Director Todd made a motion to approve Resolution 2025-01 to adopt the FY 2025-26 Budget, as presented. Director Spencer seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

b) General Manager Evaluation –

President Rohner discussed the individual evaluations received by each member, consolidated reflects the overall positive evaluation for GM Neville. She went on to say the comments were very constructive and asked GM Neville to respond. GM Neville thanked the Board. President Rohner stated that staff appreciates GM Neville's strong leadership and she appreciates his ability to look out for staff and the District simultaneously.

10. ITEMS NOT ON THE AGENDA

No items not on the agenda.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

No suggestions for future meetings.

12. ADJOURNMENT

The meeting adjourned at 4:31 pm.