

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
August 19, 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 August 19, 2025.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Frank Spencer, and David Goss; General Manager Carl Neville, and Administrative Assistant Cindy Spinner, all present. Director Vito Coviello 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 June 17, 2025, as presented. Director Todd seconded the motion. Directors Rohner, Todd, 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 good condition with everything coming in as expected. He mentioned the transfer of funds out of the Oregon Short Term Fund (OSTF) to pay contractors while waiting on disbursements from Business Oregon. Director Spencer inquired about the decrease in the General Fund. GM Neville stated funds used to pay the contractors above the OSTF transfer. Director Spencer inquired if the construction costs are in line with the original projection. GM Neville noted the costs do match the projection.

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

7. STAFF REPORT

GM Neville stated Knife River will complete the fire hydrant repair on Heceta Beach Road this week. Director Spencer inquired about the number of high use complaints. GM Neville stated it is summertime increases, the staff reviews and makes sure there are no leaks. He stated that Hyak reimbursed costs for the damaged water line on Bay Berry. He talked about the Cla-Valve training he and Operator Moore attended. President Rohner inquired if Cla-valves help increase pressure. GM Neville stated valves do not increase pressure but designed to anticipate water hammer and relieve pressure. He stated the new GPR is working well and it provides three frequencies including for depth and size of water lines. He mentioned we have advertised for the Temporary employee position. He discussed the Enchanted Valley pump station construction that is progressing nicely with the pumps taking a month longer than expected. GM Neville stated we are on track to move into the new office in mid-September. He talked about contractors installing cabinets and countertops on Thursday and the shop is about ninety percent complete. GM Neville inquired about changing the date for the September Board meeting as it falls right in the middle of the office move. He discussed the newer page that shows five years of transaction summary and water production by fiscal year. Director Spencer inquired about the lake levels. GM Neville stated the lake levels are good.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

- a) Adopt HWPUD Amendment to Personnel Policy and Procedures – Paid Leave Oregon –
GM Neville discussed he collaborated with the attorney and insurance to develop a policy on Paid Leave Oregon (PLO). He stated on the advice of the attorney and insurance; they recommended to allow employees to use accrued sick and vacation time in addition to receiving funds from PLO. He went on to say there is a delay to start receiving funds from the PLO program. Director Todd questioned the language under Job Protection section in the Paid Leave Oregon policy. GM Neville will discuss with the attorney and resubmit policy for Board approval. GM Neville discussed he is working on the Short Term/Long Term Disability policy and is asking for direction from the Board on whether the District requires employees to use accrued sick and vacation time. Board consensus was to make taking accrued sick leave mandatory before applying for Short/Long Term Disability but voluntary for accrued vacation time. Director Spencer inquired about the language in the current Personnel Policy. GM Neville stated the language will adjust as he develops the Short/Long Term Disability Policy.

10. ITEMS NOT ON THE AGENDA

- a) GM Neville stated he would like to schedule a special Board meeting within the first two weeks of September. He will notify Board of potential dates.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) HWPUD Short Term and Long Term Disability Policy

12. ADJOURNMENT

The meeting adjourned at 4:42 pm.