

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
October 21, 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 October 21, 2025.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, and Vito Coviello; General Manager Carl Neville, and Administrative Assistant Cindy Spinner, all present. Directors Frank Spencer and David Goss were absent.

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES

ACTION: Director Coviello made a motion to accept the minutes of HWPUD Board of Director's meeting of August 19, 2025, as presented. Director Todd seconded the motion. Directors Rohner, Todd, and Coviello voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

President Rohner is happy with the construction of the office and shop.

6. FINANCIAL REPORT

Secretary Hornung stated the District is in good financial position with everything coming in as expected. President Rohner inquired if the work came in close to bid. GM Neville stated the cost is \$3,000 less than the original bid. Director Todd asked about the transfer from the investments. Secretary Hornung stated the transfer was to pay on the projects while we wait on the disbursements. Director Todd asked that the disbursements received will be redeposited to the investments. GM Neville answered yes, the funds will be redeposited into investments. President Rohner inquired about the increase in attorney fees. GM Neville stated there is HR matters and policy that required the attorney to review. President Rohner inquired about office furniture expense. GM Neville stated that it consisted of furniture purchased for the new office. President Rohner inquired about the security upgrade. GM Neville stated the cameras had to be reinstalled at the new office and shop.

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

7. STAFF REPORT

GM Neville introduced the temporary operator, Sawyer Larson. He noted that Mike Miller has retired from City Public Works and August Murphy is the appointed interim Director. He went on to say the District has a good rapport with August and expects him to become Director long term. GM Neville discussed the penetration test and noted a few items remain. President Rohner inquired about the number of high usage reports. GM Neville stated there are leaks and irrigation still going. President Rohner inquired about the after-hours calls. GM Neville mentioned call outs for water turn offs due to leaks and treatment plant alarms. Director Todd inquired about the maximum limit for water usage in the statistical report. GM Neville will add to the reporting. Director Todd inquired about the figures included in the transaction summary. Admin Spinner stated it includes gross revenue the District receives from customers for all billing and noted specifics are at the bottom of the report. President Rohner inquired about the lighting upgrades. GM Neville stated around the treatment plant, the light poles have rot and parts are no longer available.

8. UNFINISHED BUSINESS

- a) HWPUD Personnel Policy Amendment – Paid Leave Oregon – GM Neville discussed the updated language in the Job Protection section.

ACTION: Director Todd made a motion to adopt the HWPUD Personnel Policy Amendment-Paid Leave Oregon, as presented. Director Coviello seconded the motion. Directors Rohner, Todd, and Coviello voted aye. There were no nay votes.

9. NEW BUSINESS

- a) Recess meeting to Tour New Office and Shop
- b) Reconvene meeting to discuss Office and Shop – Director Todd commented the office looks good and not over the top. She inquired about the new conference table. GM Neville discussed the shape and size of the table noting it will be the same material as our counter tops and cabinets and the table is movable.
- c) Low Income Home Energy Assistance Program (LIHEAP) – Admin Spinner discussed the Districts Customer Assistance Program (CAP) that collaborates with customers who qualify for LIHEAP each December 31st. She stated that both agencies in Florence that qualify customers for LIHEAP are on pause with the federal funding program. GM Neville recommended that the District freeze the CAP program until LIHEAP is reestablished and those currently in the CAP program will remain. Board consensus is to reevaluate the status in January 2026.

10. ITEMS NOT ON THE AGENDA

- a) Board Meetings – The Board discussed combining the November and December meetings to accommodate the Holidays. The next Board meeting will be Wednesday, December 3, 2025, at 4pm.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) HWPUD Short Term and Long-Term Disability Policy
- b) Cross Connection Review

12. ADJOURNMENT

The meeting adjourned at 5:05 pm.