

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
August 16, 2022
Board of Directors' Meeting

1. CALL TO ORDER

Director Farnsworth called the meeting of the Board of Directors of the Heceta Water People's Utility District to order at 4:00 pm on August 16, 2022.

2. ROLL CALL

Directors: Crystal Farnsworth, Debby Todd, Mary Kauffman; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner; IT provider James Langan, all present. Directors Wendy Rohner and Alan Whiteside were absent.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

a) ACTION: Director Todd made a motion to accept the minutes of the HWPUD Board of Director's meeting of July 19, 2022, as presented. Director Kauffman seconded the motion. Directors Farnsworth, Todd, and Kauffman voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

GM Neville on behalf of President Rohner asked that each Director review the compensation document and bring questions to the next Board meeting.

6. FINANCIAL REPORT

Secretary Buckwald reported the financials for the first month are good. He went on to state that GM Neville budget estimations are very good as each category is only a little over what was projected. He stated that he is waiting for list of items from the auditor.

ACTION: Director Todd made a motion to accept the financial report of July 2022 as presented. Director Kauffman seconded the motion. Directors Farnsworth, Todd, and Kauffman voted aye. There were no nay votes.

7. STAFF REPORT

GM Neville mentioned the loss of an operator. Director Farnsworth asked if there is a time requirement for employees to stay or a non-compete clause in employment agreements. GM Neville answered there is not any requirements. He went on to state that staff is doing a great job filling in the gaps and there has not been any applicates thus far. Director Farnsworth asked about what the removal of meters such as with Sutton Campground does to the district. GM Neville mentioned the district will lose revenue, but the removal of the pipe is better long term for the district, essentially saving costs.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Emerald Technology Group – James Langan

James spoke about protocols including software and tools installed to protect the Districts environment. He stated that Security Operations Center is monitoring 24/7 and is able to proactively respond to real time threats. He mentioned the wireless unit, plant, cameras and office are siloed on separate networks. James mentioned a few processes still needing to be implemented to strengthen security including review the use of our meter reading tablets. Director Todd shared her concerns regarding the camera system and access to the plant computer and water system. GM Neville is looking into taking the SCADA off the internet. Director Farnsworth inquired as to why SCADA was on the internet. GM Neville mentioned it kept costs down by allowing Olson to remote in and fix as needed. Director Todd asked that the SCADA project be added to the staff report at future Board meetings. GM Neville asked the Board for direction on replacing the cameras. Director Todd stated she would like GM Neville to pursue a new camera system as the system is not the best for government agencies like the water district. Director Kauffman stated that she appreciates GM Neville's desire to keep costs down but hopes we can find a solution to replace the camera system and enhance when the new building is constructed. James spoke about an incident response plan and is willing to provide information on the process of Emeralds areas of responsibility. GM Neville is working with the EPA to create an emergency response plan as part of the Americas Water Infrastructure Act and the incident response plan can be easily included as a section. James mentioned that both GM Neville and Cindy are very responsive, forward thinking and receptive on updating security measures as the District moves forward. Director Todd asked if any of the infrastructure money can be contributed to security. GM Neville stated he was not sure yet and mentioned that Cindy has filed for a SDAO grant. Director Todd asked about the date listed in the memo. James responded that the SCADA server is running a windows version that is reaching end of life on October 10, 2023 which GM Neville is planning a server replacement well in advance of this date.

b) Approve HWPUD Policies –

Director Farnsworth mentioned that one of the sentences was revised.

ACTION: Director Todd made a motion to approve the updated HWPUD Policies as presented. Director Kauffman seconded the motion. Directors Farnsworth, Todd, and Kauffman voted aye. There were no nay votes.

10. ITEMS NOT ON THE AGENDA

No items not on the agenda.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

- a) New Camera System
- b) Incident Response Plan

12. ADJOURNMENT

The meeting was adjourned at 4:31 pm.