

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
September 13, 2022
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 September 13, 2022.

2. ROLL CALL

Directors: Wendy Rohner, Debby Todd, Alan Whiteside, Mary Kauffman; Secretary of Record Mike Buckwald; General Manager Carl Neville, Cindy Spinner, Rick Mason; IT provider James Langan; Olsson Controls Brian McEnulty, all present. Director Crystal Farnsworth was 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 August 16, 2022, as presented. Director Kauffman seconded the motion. Directors Rohner, Todd, Whiteside and Kauffman voted aye. There were no nay votes.

5. PRESIDENT'S REPORT

President Rohner stated that other water districts we reached out to for compensation comparison are having salary surveys completed. The District is part of this salary survey and we will receive copies once complete. President Rohner stated the Board will establish a committee to review once the surveys are complete.

6. FINANCIAL REPORT

Secretary Buckwald reported the financials for the second month into budget are good and there is nothing to report. He stated that he is waiting for the list of items from the auditor, but Buckwald is ready to submit materials once they receive the list.

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

7. STAFF REPORT

GM Neville mentioned the finished water is down 1.3 million gallons from the previous year. Director Whiteside asked what finished water means. GM Neville stated finished water is what leaves the plant for consumption and was less as demand was less. He went on to mention the issue with the unsatisfied customer has been resolved and there is no legal pending matter.

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

a) Server Replacement - Olsson Controls, Brian McEnulty and Emerald Technology Group, James Langan

Brian spoke regarding the SCADA computer and the plan of action to set up the controls. He spoke about how the system is set up to send alert emails automatically when anything is out of normal range. President Rohner spoke about the Boards concerned with online access and inquired about taking the system offline. Brian discussed speaking with GM Neville and James at Emerald to find the best solution to provide a level of service the District is willing to accept. President Rohner inquired how good the protection Olsson and Emerald can provide. Brian spoke about his experience with other municipalities and setup of their SCADA machines that allow for access to remote into servers to perform diagnostic and troubleshooting rather than have a 4-to-8-hour response time. He stated there is a level of trust between the District and vendors that allow remote access. He spoke about the network firewall restrictions that currently allow the pump station PLCs to push alarms out over SCADA that sends email communication to the operators 24/7 with internet connection. Brian mentioned internet connection can be limited to allow alerts but not access to the internet from the SCADA machine. President Rohner asked if by implementing the limited internet connections will protect the server but still allow the necessary tools for the job. Brian responded it is important to keep the server software up to date including patches and other updates on a regular basis. President Rohner inquired if it would require staff to manually load the updates. Brian stated that it can be set to automatically happen with internet connection, but if the District decides to go offline it would become a manual process. GM Neville stated that if the later is the case the District would hire out a third party to complete the updates. He went on to say updates currently happen automatically. Director Todd inquired that the main reason server is online is to send alerts and remote access for upgrades. James mentioned the future plan is to get the pump stations to communicate with SCADA once Enchanted Valley pump station is upgraded. Director Todd inquired what the process is currently. GM Neville said we manual go out at least once a day to review the water levels as the previous links are not working. Director Todd is concerned if the SCADA is hacked in the plant and mess with chemical levels effecting the quality of our water and how to ensure this won't happen. Brian answered that the District can set a max level at the pump so if the hacker gets into the SCADA and change the dosage to 100% the pump will only go to the max level that is hard set. Director Todd asked if the pumps we have in place can set a minimum as well as a maximum level. GM Neville mentioned that two of the three pumps can set the levels. He stated it would cost approximately \$5,000 to upgrade the third pump to allow the same functionality. Director Kauffman inquired what the plan is to replace the pump at the advice of Olsson and Emerald. GM Neville stated that he is still in discussions with Olsson and Emerald and asking for Board direction on which option to proceed moving forward. Director Kauffman asked about aging of pumps is why one is different. GM Neville said the difference in caused by capability not aging. Director Kauffman stated she is concerned about moving forward with the programming regulated how long will the pumps be outdated. GM Neville stated we purchase kits to repair the pumps and if the electronics failed, we would have to replace the pump. Director Todd asked if we can manually connect internet as needed. James stated we can control through the firewall to alerts and pump stations but disable remote and other access. He went on to say

Emerald is monitoring for any attempted intrusions to the Districts system. Director Todd said she is on board with replacing the third pump to add a layer of security to our system. President Rohner reiterated the pumps would prevent the computer from upping the levels and SCADA would still be online allowing other functionality. Director Whiteside agreed he liked the extra level of security of monitoring for intrusions. GM Neville stated he will continue to work with Olsson and Emerald on pursuing a new server, strengthening firewalls and security measures including replacing the third pump. Director Todd stated she is good with GM Neville's plan of action. Director Kauffman asked when the pump stations are brought online and free time is being made, will there be labor cost savings for the District. GM Neville responded that the pump stations are all being built with the equipment costs included but it will take some time to integrate. He went on to say the staff duties will be redirected towards other duties. Director Kauffman asked for detail on what and where those other duties may be and bring to a future meeting. Brian stated the security of the control system by design is how it is implemented and hard-wired locks outside the PLC protects the system functionality. Director Todd directed that the ongoing discussion address any weaknesses and how to strengthen the system. James stated the server is set to be replaced and modernizing the security, keeping up with patches and upgrades to stay current will be part of the discussion.

10. EXECUTIVE SESSION – pursuant to ORS 192.660(2)(h)

President Rohner stated the executive session has been cancelled as the issue has been resolved.

11. ITEMS NOT ON THE AGENDA

No items not on the agenda.

12. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

a) List of Duties

13. ADJOURNMENT

The meeting was adjourned at 4:42 pm.