Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
July 21, 2026
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 July 21, 2026.
2. ROLL CALL
   Directors: Wendy Rohner, Debby Todd, Vito Coviello, Frank Spencer and David Goss; Secretary of Record Brittany Hornung; Interim General Manager Kyler Paselk, 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 June 16, 2026, as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.
   ACTION: Director Spencer made a motion to accept the minutes of HWPUD Special Board of Director's meeting of July 8, 2026, 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
   President Rohner congratulates Carl Neville for his family and new job. She welcomes Interim GM Kyler Paselk and looks forward to his continued growth.
6. FINANCIAL REPORT
   a) Secretary Hornung reported that the District financials complete the fiscal year end, everything looks as it should, no surprises, expenditures coming in under budget. She did note that under Office Supplies the District now pays Caselle annually rather than monthly. She talked about gathering materials for the audit of FY 2025-2026 and the District needs to have a new audit for 2024 as State rules changed, and it was missed by the auditors. Director Todd inquired if there are any rules for what interest funds can be spent. Secretary Hornung stated each fund has an interest category to record interest earned on invested funds. She stated that depending on the fund, the interest may be spent according to the rules of the fund category until the Board revises the District's strategic plan.
      ACTION: Director Goss made a motion to accept the financial report of June 2026, as presented. Director Todd seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.
7. STAFF REPORT
   Interim GM Paselk discussed the high volume of locates, with majority being from Hyak. President Rohner asked if we charge for locating. IGM Paselk stated we do not charge for the service as it prevents contractors from damaging our water lines, benefiting the District. Director Spencer asked about the increase in water production and the lake levels. IGM Paselk responded that the lake levels are good and are aquifer feed so there are no signs of drought. He talked about the fire hydrant riser replacements and Operator Larson has been keeping the grass cut down at the Clear Lake pump station to reduce the ticks. He discussed the new water spigot installed by Operators Larson, Moore and Neville in the back of the shop to provide water for burning. President Rohner inquired about the Backflow tests. IGM Paselk responded that Operator Larson will be getting his Backflow testing license in September and has been going out with Operator Moore, who

is a licensed tester to get experience. He talked about how he will continue to support the office until Operator Larson is fully trained and will continue to be the third on call operator until another operator is hired. His plan is to hire two in-training operators, focusing on one at a time for training purposes. Director Todd inquired if IGM Paselk has contacted his counterparts and City and County. IGM Paselk has not yet reached out but has worked with and is familiar with staff.

8. UNFINISHED BUSINESS
   a) GM Job Description – Director Todd inquired about the salary range.
      ACTION: Director Todd made a motion to accept the General Manager job description, amending the salary range to schedule A. Director Spencer seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

9. NEW BUSINESS
   a) Board Member Resignation – Director Spencer resigned from the Board, effective August 20, 2026
   b) Filling General Manager Position - IGM Paselk discussed communication with District attorney on process for hiring a General Manager. He said there are five steps the Board must take to hire a General Manager. He will get more information from the attorney and send out to the Board ahead of the next meeting.

10. ITEMS NOT ON THE AGENDA
    a) 2026 Board Elections – Dates for candidates to file July 16^{th} thru August 18^{th}
       Admin Spinner informed the Board that Lane County elections website has not yet updated forms and she has emailed the County to find out the status of the form and will email the Board once it is resolved.

11. AGENDA SUGGESTIONS FOR FUTURE MEETINGS

12. ADJOURNMENT
    The meeting adjourned at 4:59 pm.