

Heceta Water People's Utility District
87845 Hwy 101
Florence, OR 97439
August 18, 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 August 18, 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 Coviello made a motion to accept the minutes of HWPUD Board of Director's meeting of July 21, 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 stated Kyler is doing a good job as Interim General Manager.

6. FINANCIAL REPORT

a) Secretary Hornung reported that the District financials for the first month of the fiscal year look as it should with no deviation in any category. She mentioned that all materials for the previous fiscal year have been submitted to the auditors. Director Todd inquired about the entry for elective deferral. Secretary Hornung explained that it is the employee's contribution to the retirement plan. Director Spencer inquired about the Ray Wells payout. IGM Paselk stated it was for the rock for the shop parking lot.

ACTION: Director Todd made a motion to accept the financial report of July 2026, as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

7. STAFF REPORT

Interim GM Paselk discussed water production is up. He went on to say Operator Larson completed the Cross Connection Specialist, passed his Distribution level 1 test ahead of his one-year anniversary and will be taking the Backflow Tester next month and will begin testing devices for the District. He stated Operator Larson along with Operator Moore completed his first main line tap. IGM Paselk discussed we received over 100 applications for the Operator 1 position that he will be reviewing and calling people in for interviews starting next week. President Rohner inquired about the delinquent turn offs last month. Admin Spinner mentioned she was out of the office during the week of turn-offs and was not able to be as diligent with contacting customers beyond the original notice.

8. UNFINISHED BUSINESS

a) Adopt Amendment to Personnel Policy and Procedures – Hiring Process. IGM Paselk will open the General Manager position internally five business days before the next Board meeting. The Board will evaluate each applicant and hire a General Manager at the next meeting.

ACTION: Director Todd made a motion to adopt the Amendment to Personnel Policy and Procedure - Hiring Process, as presented. Director Coviello seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss voted aye. There were no nay votes.

- b) Employment Agreement. IGM Paselk presented the General Manager Employment Agreement draft received from the attorney. Board discussed the sections that need to be completed in the agreement. IGM Paselk will bring the completed agreement back to the Board at the next meeting.

9. NEW BUSINESS

- a) Treatment Plant Security – IGM Paselk discussed the conversation he had with Emerald Technology regarding the recent cyber attacks on water districts over several states and the security measures in place are strong including keeping the treatment plant separate from the main network.
- b) Appoint Board Member – President Rohner mentioned that Director Frank Spencer resigned effective August 20, 2026. Richard Cardoza introduced himself and agreed to join the Board.
ACTION: Director Spencer made a motion to appoint Richard Cardoza to fill the Board position for Subdistrict 2, effective August 20, 2026. Director Todd seconded the motion. Directors Rohner, Todd, Coviello, Spencer and Goss 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

No suggestions for future meetings

12. ADJOURNMENT

The meeting adjourned at 5:02 pm.