



SOUTHWEST LINCOLN COUNTY WATER PUD
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**SOUTHWEST LINCOLN COUNTY WATER PUD
MEETING OF THE BOARD OF DIRECTORS**

March 11, 2020

10:00 A.M.

AGENDA

- 1. REGULAR MEETING CALLED TO ORDER**
 - (a) Comments from the Public**
 - (b) Conflict of Interest Declaration**
 - (c) Approval of the Regular Meeting Minutes**
 - (d) Approval of Bills**

- 2. PREVIOUS BUSINESS TO BE COMPLETED**
 - (a) Review the meeting with Heceta Water PUD Staff**
 - (b) Buckwald and Hornung Process Report on Finance Transition**
 - (c) Jones – SWLCWPUD Update**
 - (d) Defining Task for Proposed PT Position**
 - (e) Bonding Transfer to Andy B. from Carla's
Initiate 2nd Bond for Don Tucker**

- 3. NEW BUSINESS**
 - (a) Board Applicants for Director Subdivision 1 and 4
Discussion by Board and Selection (Executive Session)**
 - (b) Resolution 2020-001 Meetings of Board**
 - (c) Position Descriptions**
 - (d) Salary Chart for Employee Positions**

- 4. CORRESPONDENCE AND REPORTS**

- 5. OTHER ITEMS OF INTEREST**

- 6. ADJOURNMENT**

The District is an equal opportunity provider and does not discriminate against handicapped individuals. If you need any assistance to attend the Board meeting, please contact the District Office.

SOUTHWEST LINCOLN COUNTY WATER PUD
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Call to Order: The Meeting of the Southwest Lincoln County Water District was called to order at 10:10 A.M., Wednesday, March 11, 2020 by Chairman Donald Tucker.
Present:

Present:

The Board members present were Donald Tucker, Gary Hodges and Andrew Bacigalupo. Also present were Corey Blake of Mcpherson Gintner & Diaz , Carla Young, David Whitlock and Dolores Gutierrez.
Guests present: Roxie Cuellar, Larry Hall and Robert Langly.

Conflict of Interest:

Donald Tucker asked if there were any "Conflicts of Interest". None were stated.

Minutes:

Minutes were prepared for January 8, 2020. Carla Young presented the minutes. Minutes were read, no questions were stated. Andy Motioned that Jan.8, 2020 minutes to be approved, Gary seconded the motion. Minutes for Jan. 8th approved.
minutes for February 12, 2020 read minutes, no questions, Don motioned for Feb. 12, 2020 minutes to be approved, Gary seconded. minutes for Feb. 12 approved.
minutes for special meeting were not available. Need to be recorded.

Bills:

The Board discussed the bills for March 11, 2020. Gary Hodges made a motion to approve the bills; Andrew Bacigalupo seconded the motion and the bills were approved for payment.

Treasury Report:

No treasury report was prepared.

Old

Business:

Update on Megan's unemployment. Don stated that we need to hire a part time person to assist in the office. Don and Andy went to Heceta Water PUD and met with the District Manager and the office clerk. Haceta also made change from District to PUD.

Financial Reports:

Brittany Hornung (accountant) was not able to be present and Carla was not able to review on report from Brittany. Report was reviewed, report was not quite up to date.
David Whitlock needs budget totals to buy pumps. Error in coding from Education fund was discussed.
Master Plan last payment for Civil

Temporary
Position:

The Directors need to hire regular part time help for the office that can also work full time hours during vacations and sick days of other employees. We need a list of duties for the temporary part time position needed, cross training would need to be done.

Don said that the billing clerk should be called a Billing Specialist, Andy second it. Don will work on defining job descriptions. Don asked for an update on update on job titles and possible hiring of a water plant back up - operator.

Board
Applicants

Don expressed appreciation of the board applicants for attending meeting and their interest in becoming board members. Don nominated Roxie Cuellar for Subdivision 1 and approved.

There were four applicants for Subdivision 4, Don nominated Franklin Sherikow, moved by Gary and Andy second the motion to approve Roxie Cuellar and Franklin Sherikow to be on the Board of Directors.

Don stated that we might want to call the other applicants for help when needed.

Don will notify County Clerk,
Resolution 2020-001 making information available to the public.
Don read - establishing meeting dates so the public has access to information. Don motioned and Gary 2nd.

Ord #1 Drafted by Corey and Pete defines 5 subdivision on the website.

Property
adjoining
the
office:

Don asked about the property insurance; how often is it reviewed. It is reviewed once a year per Carla.

Access everything pertaining to the property. Discussion
On the possible sale of the vacant lot, possibly have realtor
And appraiser to look at property. And put on listing.
percolation test suggested. Possibly having septic system put in.
Don mentioned Andy in working hard and taking effort in changes to the PUD looking forward to the modernization and updating

Jones
Update:

Megan Jones appeal for (denial)unemployment, voluntarily quit, Don talked with the administrative law Judge on March 3rd. final notice was issued denying her unemployment. She still can appeal the decision.

Website
and other
Updates:

David updated on the CCR being ready and waiting for the URL address to directly be able to access on internet. Dolores will update website. Dolores asked for a list of changes that were needed to update website.

David updated on Master Plan, breakdown on kind of accounts per Meter sizes. We need a breakdown of meter sizes and how many we have. Table 2.1 on master plan.

Pers. Manual input and updating. Keep on old business SDA

template.

SWLCWD

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Haceta

Water PUD:

Haceta Water PUD also made change from District to PUD. Meeting helped with the transitions and their job descriptions, and other water PUD's They expressed willingly to come down to show us how they run their PUD and they have about twice the customers we have.

Bonding

and

Proposal:

Bonding issue, Carla has changed her bond to Andy and also to Bond Don. Don asked how about Dolores, Carla said it would be for when there is a new manager appointed they should get bonded. At this juncture, Dolores proposed that instead of hiring a District Manager and a part time billing specialist, that if after David's retirement; she would like the opportunity to be the Interim on this position. Being an interim until she is able to prove her managerial skills. In turn this would be saving from hiring another part time person to just have two full time employees in the office. Andy suggested that there should be a proposal to the idea. Dolores agreed to prepare and submit a proposal.

Credit

Card:

David Whitlock expressed the need for a credit card that is needed for short schools and other needs expenses that come up with education needs. David also suggested that we go through our local bank for a company credit card.

Adjournmen

t:

Don Tucker made a motion to adjourn the meeting; Andrew Bacigalupo seconded the motion and the meeting was adjourned at 2:23 pm



Gary Hodges

Secretary, Board of Directors