



SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S
UTILITY DISTRICT
(SWLCWPUD)
7740 HIGHWAY 101 NORTH, YACHATS, OR
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WALDPORT, OR 97394-0368
www.swlcwpud.org
541-547-3315

**BOARD OF DIRECTORS MEETING
AGENDA
21 October 2020
10:00 AM**

**NOTICE – AN EXECUTIVE SESSION WILL BE HELD IN ACCORDANCE WITH
ORS 192.660 (2) (a) AT THE END OF THE REGULAR MEETING TO REVIEW AN
APPLICANT FOR THE DISTRICTS OPEN DISTRICT MANAGER POSITION.
THE EXECUTIVE SESSION WILL BE A CLOSED MEETING .**

**The regular meeting will be held at the Hwy 101 office site. Masks are
mandatory and every effort will be made to assure state distancing
requirements with anticipated attendance. Expect one guest.**

- 1. REGULAR MEETING CALL TO ORDER**
 - (a) Determine Quorum Present**
 - (b) Conflict of Interest Declarations**
 - (c) Agenda Changes**
 - (d) Guests and Guests Input**
 - (e) Review of September Minutes**
 - (f) Review and Approval of Disbursements**
 - (g) Treasurer Report/Update**

- 2. OLD AND ONGOING BUSINESS**
 - (a) State Loan 743-02-01 – Prepayment – Resolution 20-11**
 - (b) DMV title transfers and liability insurance update status**
 - (c) On Call/Stand By Pay Policy Status (Ginter)**
 - (d) State back flow requirements – Ordinance?**
 - (e) Property title transfer status (Gintner)**
 - (f) Water Right Status (Whitlock)**
 - (g) Retirement Service Awards Continuing Discussion**
 - (h) On line bill payment status (Sherkow, Bacigalupo)**
 - (i) Credit Card Status (Tucker)**
 - (j) Review of SWLCWPUD hardware and software survey (Sherkow)**
 - (k) Federal Surplus Property Program Update (Tucker)**
 - (l) Emergency Response Plan Status**
 - (m) Water Systems Operations and Maintenance Manual Status**

- 4. NEW BUSINESS**

- (a) **Approve increase of Returned Check fee from \$25 to \$35 the Columbia bank fee.**

- 5. CORRESPONDENCE AND REPORTS**
- 6. OTHER ITEMS OF INTEREST**
- 7. EXECUTIVE SESSION (BOARD MEMBERS ONLY)**
- 7. ADJOURNMENT**

All regular and special meetings are open to the public. The SWLCWPUD is an equal opportunity employer/provider. If you need any special services or assistance to attend

**SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
21 October 2020**

Call to Order: The SWLCWPUD Board of Directors was called to order by Board President Tucker at approximately 10:00 AM, Wednesday, 16 September 2020, the meeting held at the SWLCWPUD Blodgett Road site.

Present (SWLCWPUD): Directors Roxie Cuellar, Frank Sherkow and Don Tucker were present. Directors Gary Hodges, Andy Bacigalupo and Acting DM Whitlock were absent. A quorum was present. Public Present: Bill Turner and Larry Anthony, SWLCWD Commissioners, John Purcell (outside SWLCWPUD district) and Michael Hempen (inside SWLCWPUD district)

Conflict of Interest Declarations: None were noted.

Agenda Changes: Move Executive Session to follow Treasurer's Report.

Review of September Minutes: No additions or changes were expressed. Director Sherkow moved to accept the minutes. Director Cuellar seconded the motion and the Board agreed unanimously by voice vote.

Approval of Disbursements: The list of disbursements made on 16 Oct were reviewed and no questions were raised or issues found..

Treasurer's Report/Update: Treasurer Bacigalupo was absent. The financial statements from B&H were reviewed.

Executive Session: In accordance with ORS the guests were asked to temporarily leave. A discussion was held relative to the current confidential situation of the current Acting DM and applicants received for the open DM position. It was noted that an on-line interview with Board members Sherkow and Cuellar and SWLCWD Board member Turner had been held with one applicant, outside the state since the last meeting.. Ratings were made by each Board participant. Based on a combined positive rating Board President/Director Tucker was asked to open negotiations with the applicant. One applicant, inside the state, had opted to withdraw their application. The executive session was ended.

Old and Ongoing Business:

Status of the present advertised DM position was discussed and it was decided to re-post the DM help wanted ad in the SDAO and OAWU sites and to determine if it could also be placed in the national organizations AWWA and NAWC. Director Tucker will see these are posted as quickly as possible. It will not be readvertised in the Newport News.

State Loan 73-01-01 was discussed and the Board, via Resolution 20-11, unanimously agreed to move to pay the loan off from the Columbia Bank SWLCWPUD checking account by wire to ensure payment by 30 October the due date base on the State's Business Oregon letter and financial numbers.

The DMV vehicle title transfers are thought to have been completed but the office will be asked to double check.

Director Tucker advised the SDIS liability policy papers had been completed and sent to SDIS. We do have a policy in force effective 1 July for the SWLCWPUD. A question will be posed to SDIS regarding the SWLCWD.

A previous discussion on on-call pay and whether we fully meet the BOLI OAR requirements is still being pursued advised Director Tucker.

It is still unknown if there is an old Resolution or Ordinance put in place by the SWLCWD relative to back flow requirements and will continue to be researched.

There has been no input from legal counsel regarding the process for beginning the transfer of real property from the SWLCWD to the SWLCWPUD.

No new information on the remaining Water Right was available. Director Sherkow agreed to bird dog this with the State and report on it at the next Board meeting.

Retirement bonuses – this was tabled until the next Board meeting.

The on-line bill payment process and recommendations were tabled until the next meeting.

The credit card request to the Columbia Bank is in process and Director Tucker agreed to be the primary holder for the SWLCWPUD. A decision will need to be made as to who should be given secondary cards for in office use. Tabled until the next meeting.

Director Sherkow brought the Board current on the activity to have the IT and computer systems of the SWLCWPUD office surveyed and recommendations made.

The BOLI complaint filed by Ms Jones which was responded to by legal counsel has not yet received a response from BOLI.

Discussion of retirement bonuses was continued without coming to a conclusion and will be a continuing topic for the October Agenda.

The Federal Surplus Property program was discussed. Director Tucker will have Ms McBride make the necessary calls to see who is approved and what changes might need to be made.

The requirement for an Emergency Response Plan was discussed and someone will be tasked to bring a copy of what we have in place to the next Board meeting and show it is

current and meets State requirements. This is also applicable to the Water Systems Operations and Maintenance Manual.


New Business:

The Board was asked to approve the Returned Check fee from \$25 to \$35 which is the current charge by Columbia Bank for such checks. A motion to approve was made by Director Cuellar and seconded by Director Tucker and the Board members present agreed unanimously.

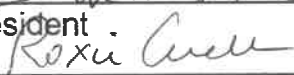
Correspondence and Reports:

None

There being no further business to put before the Board, the meeting was adjourned by Board President Tucker.



President



Director, Subdivision 1