



**SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S  
UTILITY DISTRICT  
(SWLCWPUD)  
7740 HIGHWAY 101 NORTH, YACHATS, OR  
PO BOX 368  
WALDPORT, OR 97394-0368  
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541-547-3315**

**BOARD OF DIRECTORS MEETING  
AGENDA  
16 December 2020  
10:00 AM**

The regular meeting will be held via Zoom. The login information will be made available in the morning well before the meeting and will be posted outside the office or may be obtained from office staff.

- 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 October/November Minutes**
  - (f) Review and Approval of Disbursements**
  - (g) Treasurer Report/Update**
  
- 2. OLD AND ONGOING BUSINESS**
  - (a) Billing System and IT Survey Current Status (Sherkow)**
  - (b) DM Applicants**
  - (c) Temporary DM Services (Cuellar)**
  - (d) Water Right Status (Sherkow)**
  - (e) Credit Card Status (Tucker)**
  - (f) On Call/Stand By Pay Policy Status (Gintner)**
  - (g) Lead Water Distribution/Treatment Specialist Position (Tucker)**
  - (h) Retirement Service Awards - Continuing Discussion**
  
- 4. NEW BUSINESS**
  - (i) Interim Office Management**
  - (j) Field Operations Staffing Needs**
  - (k) Building Damage Status**
  - (l) Damaged Truck Settlement and Replacement**
  - (m) Office Electrical Review (Sherkow)**
  - (n) Emergency Relief**
  - (o) Civil West Eng Grant Specialist Presentation**
  - (p) 101 Office Security**
  - (q) Christmas Bonus Rumors**
  
- 5. CORRESPONDENCE AND REPORTS**

6. **OTHER ITEMS OF INTEREST**

7. **ADJOURNMENT**

**SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
16 December 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 was held using Zoom..

**Present (SWLCWPUD):** Directors Roxie Cuellar, Frank Sherkow and Don Tucker were present. Directors Gary Hodges, Andy Bacigalupo were absent. A quorum was present. Public Present: Bill Turner and Larry Anthony, SWLCWD Commissioners.

**Conflict of Interest Declarations:** None were noted.

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

**Review of October Minutes:** The November meeting being canceled, there were no November Minutes. No additions or changes were made to the October minutes.. Director Cuellar moved to accept the minutes. Director Sherkow seconded the motion and the Board agreed to accept the minutes unanimously by voice vote.

**Review of Disbursements:** A list of disbursements was presented and no comments were made by Board members., no questions were raised or issues found..

**Treasurer's Report/Update:** Treasurer Bacigalupo was absent. The November financial statements from B&H were available but no comments were made by Board members.

**Old and Ongoing Business:**

Director Sherkow provided an update and review of the billing system work and problems, work continues. Director Sherkow noted that new hard drives had been installed in the old PC's such that work could continue until the new PC's were in place, checked out the files transferred. Backup in the office and in Cloud had also been established. The data rebuild was tedious and slow.

Status of the present advertised DM position was discussed. The position was re-posted and still is re-posted on the SDAO and OAWU websites. It will not be readvertised in the Newport News.

The water rights status of the last one not established for the district was reviewed by Director Sherkow who identified multiple players at the State of Oregon level who were involved. It appears Fish and Wildlife are a primary barrier in the process but not totally as others are also. Concern was expressed that it might be prudent to not press to hard at this point, that all the players are aware of the district's impatience. Review again in the new year.

Director Tucker has now a Visa Business Card issued in his name from Columbia Bank. A subordinate card will not be applied for until a DM is in place. Director Tucker will support the office staff in using the card for appropriate purchases..

There are two policies in place regarding ON CALL pay. One is in the Personnel Manual and the other is an 'in place' use. They differ. Research is ongoing as to what the State of Oregon accepts as a policy for such requirements. Information has been provided to Counsel Gintner.

Director Tucker again raised the issued of establishing the Lead Water Treatment/Distribution Specialist position and a corresponding salary range. A copy of the current draft and a proposed salary range will be sent out before the next January meeting for review and comment upon at the latter meeting.

The Board is still waiting for instructions from legal counsel regarding the process for beginning the transfer of real property from the SWLCWD to the SWLCWPUD. The district owns 5 parcels of varying sizes. Some may have been acquired as a result of long ago work and should be reviewed as to the current need.

Retirement Service Awards – Tabled until the next 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.

The BOLI complaint filed by Ms Jones which was responded to by legal counsel has resulting in the complaint being dropped due to Ms Jones not carrying the issue forward with BOLI.

### **New Business:**

Interim office management was discussed. Director Cuellar has spoken with a person with water system experience who expressed interest in providing interim or part time management support. Director Tucker has not spoken with the person.

The Board agreed that it would be appropriate to have a Board Resolution regarding any Board member acting in lieu of those responsibilities normally that of the DM. The Resolution would formalize the need to act in such a capacity absent a DM and until a DM was hired. Legal Counsel will be asked to assist in this.

Three applications were received for the DM position. These were reviewed by the Board. Two were deemed as not meeting the requisite minimum qualifications. Director Tucker will generate a letter informing them of this and send to them. The Board agreed to set up a date to interview the third applicant who appeared to have the requisite qualifications although it was unclear about management experience. Director Cuellar will contact the applicant and set up a date in which the Board could conduct a Zoom interview.

The damaged pickup truck that has been setting in back of the 101 office was discussed. Director Tucker indicated that a settlement had been reached that was fair and reasonable taking into account the truck age, model and options vs the average trade in value for the truck. The amount was \$4,028. Director Tucker ask for a motion to accept the settlement and to authorize the search for a replacement. A motion to this effect was made by Director Cuellar and seconded by Director Sherkow. The Board agreed unanimously to accept the motion.


Director Tucker reviewed a presentation made on the fly just before Mr Whitlock's last days with the district. The presentation was brought to the district by Civil West and the presenter was a person who owned a company who assisted in the search for, writing proposals and working generally with those seeking such assistance. She was given high marks by Civil West. The Board agreed to have her come and give a presentation of what she could offer the district. Director Tucker will work out a schedule.


Director Tucker stated that the 2019-2020 SWLCWD audit was complete and that the Management letter of acceptance had been signed and sent to the auditor. Copies of the audit should be available before the next meeting.

**Correspondence and Reports:**

None

There being no further business to put before the Board, a motion to adjourn the meeting was made by Director Sherkow, seconded by Director Cuellar and unanimously accepted by the Board..

 30 April 2021  
\_\_\_\_\_  
President

 4/30/21  
\_\_\_\_\_  
Secretary