



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

75th
Anniversary
Southwest Lincoln
County Water People's
Utility District

**BOARD OF DIRECTORS MEETING
AGENDA
21 April 2021 – 10:00 AM**

The regular meeting will be held at District Office, 7740 Hwy. 101 North, Yachats, OR.

- 1) REGULAR MEETING CALL TO ORDER**
 - a) Determine Quorum Present
 - b) Conflict of Interest Declarations
 - c) Agenda Changes and Agenda Approval – Action Item
 - d) Note Guests Present
 - e) Review and Approval of Previous Minutes – Action Item
- 2) PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 3) TREASURER'S REPORT**
 - a) Review and Approval of Disbursements – Action Item
 - b) Monthly Financial Report – Action Item
 - c) Treasurer Report/Update
- 4) RESOLUTIONS**
 - a) No Resolutions noted
- 5) DISTRICT MANAGER'S REPORT**
 - a) Billing system Rebuild and Revenue Collection
 - b) Filter Tank Rehab and Plant Upgrades
 - c) Capital Improvement Program and Grants
 - d) Security System
 - e) Vehicles – 2 new trucks
 - f) Water Rights
 - g) Office Staff Temporary Hire
 - h) New Field Crew Position
- 6) OTHER OLD BUSINESS for BOARD CONSIDERATION**
- 7) OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) Contact Federal legislators about a) eligibility for asbestos pipe replacement (Administration considering replacement of lead pipes in water systems), and b) ability to use USDA funds to refinance existing loans
- 8) CORRESPONDENCE AND REPORTS**
- 9) OTHER ITEMS OF INTEREST**
- 10) ADJOURNMENT**

April 21, 2021

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**BOARD OF DIRECTORS MEETING
21 April 2021 - 10:00 AM**


1) REGULAR MEETING CALL TO ORDER	Meeting was called to order by President Tucker – President at 10:03 AM
a) Determine Quorum Present	President Tucker, and Directors Anthony, and Sherkow were present
b) Conflict of Interest Declarations	None stated.
c) Agenda Changes and Agenda Approval – Action Item	President Tucker asked that there be some discussion concerning a storage agreement between the Fire District and the PUD
d) Note Guests Present	Bill Turner (Commissioner for SWLCWD) and Keven Shreeve, P.E. (Civil West Engineering-consultant)
e) Review and Approval of Previous Minutes – Action Item	Director Anthony moved and Director Sherkow seconded approval of March Minutes. Motion passed.
2) PUBLIC INPUT –Public Input (limited to 5 minutes per speaker)	No members of the general public were present.
3) TREASURER'S REPORT	
a) Review and Approval of Disbursements – Action Item	List of Disbursements were not received by the Board, and thus, not acted upon.
b) Monthly Financial Report – Action Item	Director Sherkow noted the addition of a line item for the Field Supervisor in the Financial Report and, thus, moving those salary expenses to the new line item and out of the District Manager line item. He also noted that the water sell revenue was coming back up toward budgeted levels. DM Anderson noted that collections were proceeding and that billings were going out with a prospective completion date of the billing system rebuild to be about one or two months out. Director Sherkow moved and Director Anthony seconded approval of March Financial Statement, as amended by the latest supplement. Motion passed.
c) Treasurer Report/Update	In the absence of the Treasurer, there was a brief discussion about the active retirement account provided by Nationwide Retirement. This probably pertained to two former office employees under the Water District. President Tucker offered to discuss the matter with the Treasurer and provide additional details.
4) RESOLUTIONS	none
5) DISTRICT MANAGER'S REPORT	
a) Billing system rebuild and Revenue Collection	DM Anderson reviewed the status of the billing system. He said that staff is processing many bills and answering questions as they come in. Staff is about half way through the March bills and that April's bills should be approximately on schedule. President Tucker suggested that a lower bulk postage rate should be looked into since the bills were now being mailed in envelopes. DM Anderson said that he would look into it. The DM mentioned that issue of property owners vs. renters was still a problem in the billing system. The County does not update

	<p>their property ownership records as quick as the PUD desires. GPS mapping should help which would tie meter locations to tax lots. Some past service application data was determined to be missing. DM Anderson noted the significant increase in water service application during the past year, and the associated home building activity.</p> <p>The DM expected very little loss in revenue due to the billing system rebuild. The new billing system, including online bill payment features, should be available to customers for the next month's billing cycle. An announcement of the new system will be provided to customers.</p> <p>The new billing system is now being loaded with data, and may be available in a month or two with true auto-pay features for customers.</p>
<p>b) Filter tank rehab and filter media replacement</p>	<p>DM Anderson discussed the status of the filter tanks at the water plant and a tentative schedule for this fall for repairs. He noted that an additional "train" (filter processing element) could be added to the plant but would likely have to wait until the high-demand months (i.e., summer) are over, later this year.</p> <p>This started a general discussion of the Board, DM, and Mr. Shreeve concerning getting priority capital projects ready as soon as possible for Federal and State grant programs.</p> <p>DM Anderson noted that the City of Yachats is probably in need of more water and so is Waldport. President Tucker requested that data be assembled to measure water demand vs. plant and stream capacity. Director Sherkow suggested that this be a multi-year examination with ties to capital improvements showing how additional investments could increase the capacity.</p> <p>Director Sherkow also briefed the Board about the City of Yachats's ongoing study concerning the Protection of Drinking Water for the City, and that the City had funded the project with a State grant. Possible consideration might be given to apply for such a grant for the District in the future.</p>
<p>c) Capital Improvement Program and Grants</p>	<p>Mr. Shreeve (Civil West) noted that his firm was currently working with Newport and other water providers to secure FEMA funding through the State as part of the mitigation for the Declarations of Natural Disasters that have been approved for Lincoln County and elsewhere. This funding could be used to replace AC water pipes and other items. A cost of \$15,000 by the PUD would engage his firm's services for this effort and start a process of contacting the State about a possible grant application. FEMA funding through the State would be on a 75/25 matching ratio.</p> <p>A general discussion ensued between the Board, DM, and Mr. Shreeve about upcoming Federal and State legislation and the need to get capital projects "shovel-ready" for grant programs.</p> <p>Director Sherkow suggested that projects be packaged so that those of high priority could be done in a single year's time and be examined for possible development activity (e.g., engineering, environmental clearance, procurement, and installation). Mr. Shreeve commented that his firm could undertake work that would constitute a preliminary step in examining such projects in the</p>


	<p>Capital Master Plan, and that this work would advance such project toward final engineering where required.</p> <p>The DM noted that some project, like more advanced meters might not need additional engineering. He also mentioned that improved Plant controls might be included in a project to add a third "train" to the plant.</p> <p>There was general agreement to undertake such work and include appropriate items in a Capital Improvement Program along with the budget. It was also noted that there was money in the existing budget under the Construction Budget and Plant Upgrade line item to undertake such work.</p> <p>Director Sherkow moved that DM Anderson be authorized to immediately engage Civil West for \$15,000 for the purpose of exploring and securing FEMA funding from the State for disaster mitigation projects, and that the DM be authorized to secure a proposal from Civil West to undertake such work as will advance priority capital projects to "shovel-ready" status as quickly as possible for possible funding by various Federal and State programs. President Tucker seconded the motion. Motion passed.</p>
d) Office Security	DM Anderson announced that the security equipment at the office has been installed and is working. This project is complete.
e) Vehicles – 2 new trucks	The procurement of two trucks is in process and is expected to be completed during this FY.
f) Water Rights	DM Anderson said that there was nothing new to report and that he would continue to deal with the issue. President Tucker suggested that a letter be drafted to the responsible parties in State government, and asked Director Sherkow to draft such a letter.
g) Office Staff Temporary Help	Nikayla Vlasic (Administrative Assistance) announced that she would be resigning at the time of the birth of her child, but would help training succeeding staff that follow her. DM Anderson said that he would be working on filling the position and, for a time, there would an overlap in staff (adding one FTE) during the transition. He would also be looking at temporary help.
h) New Field Crew Position	DM Anderson said that he would seeking an additional field crew member.
6) OTHER OLD BUSINESS for BOARD CONSIDERATION	
a) End of Probation for the DM	President Tucker asked that Board members provide feedback about the DM's performance in the next two weeks, and use a form that he would circulate. He asked Director Sherkow to assemble the information for further consideration.
b) Bond Surcharge and System Development	President Tucker said that stated that Bond Surcharge payments prepaid by properties (73) should be reviewed to ensure those customers and no other customer who had paid a System Development charge was being incorrectly still charged a Bond Surcharge in their billing. DM Anderson stated that this would one of the last items as the billing system was being rebuilt.
7) OTHER NEW BUSINESS for BOARD CONSIDERATION	

BOARD OF DIRECTORS MEETING
 21 April 2021 - 10:00 AM

a) Contacting Federal Legislator about 1) eligibility for asbestos pipe replacement and 2) ability of use USDA funds to refinance existing loans	Director Sherkow gave a brief review of the two issues and the desirability to contact Federal legislator office while legislation and regulations were still in the formative stage. There was general agreement to do so and President Tucker asked Director Sherkow to draft a letter for such contacts. Director Anthony suggested that direct phone contact with the chief legislative aid in each office would also be beneficial.
b) Water Quality – Consumer Confidence Report	President Tucker mentioned that the time for the next water Quality Report was nearing, and that the next report should be more readable and better formatted.
8) CORRESPONDENCE AND REPORTS	none
9) OTHER ITEMS OF INTEREST	none
10) ADJOURNMENT	Director Anthony made a motion to adjourn, and Director Sherkow seconded the motion. Motion was approved at 12:02 PM.

 Board President
 Donald Tucker, Director Subdivision 5

Date 25 May 2021

 Board Secretary
 Franklin Sherkow, Director Subdivision 4

Date 5/25/21