



**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**



**BOARD OF DIRECTORS MEETING
AGENDA
16 June 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) EXECUTIVE SESSION**
 - a) Personnel Matters
- 6) DISTRICT MANAGER'S REPORT**
 - a) Billing system Rollout and Revenue Collection
 - b) Vehicles – 2 new trucks
 - c) Hydro Excavator Trailer
 - d) Office Staffing Update
 - e) Water Resources and Drought preparation
 - f) New Field Crew
 - g) Water Master Plan Addendum
 - h) Pipeline Improvement Project
 - i) Water Emergency Mutual Aid Agreement
 - j) DRC Update
 - k) Water Rights Status
- 7) OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a) Employee Handbook
 - b) Capital Improvement Program
- 8) OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) Consumer Confidence Report
- 9) CORRESPONDENCE AND REPORTS**
- 10) OTHER ITEMS OF INTEREST**
- 11) ADJOURNMENT**

April 21, 2021

SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
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1) REGULAR MEETING CALL TO ORDER	Meeting was called to order by President Tucker at 10:08 AM
a) Determine Quorum Present	President Tucker, Vice President Cuellar, Director Anthony, and Director Sherkow.
b) Conflict of Interest Declarations	None
c) Agenda Changes and Agenda Approval – Action Item	Resolution #21-5 was added, related to the Budget
d) Note Guests Present	Water Commissioner Bill Turner, and citizens Waverly Hayner and Colleen Pedroza were present. DM Anderson was also present.
e) Review and Approval of Previous Minutes – Action Item	Director Anthony moved and Vice President Cuellar seconded approval of April 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	Disbursements for May 2021 were distributed by DM Anderson. Costs covering payroll, CPA, Certification testing for staff, and Health insurance were noted. Motion by Director Sherkow, seconded by President Tucker to accept and approve the Disbursements for May. Passed unanimously.
b) Monthly Financial Report – Action Item	Of note was the increased revenue for water sales during the month of May. This was related to the collection of past due revenue to the billing system disruption. DM Anderson briefly discussed the expectation that almost all past due revenue would shortly be collected. Motion by Director Sherkow, seconded by Vice President Cuellar to accept and approve the Financial Report for May. Passed unanimously.
c) Treasurer Report/Update	In the absence of Director Bacigalupo, no report by the Treasurer was made.
4) RESOLUTIONS	
a) Resolution #21-5 – 2021-2022 PUD Budget	Motion by Director Sherkow, seconded by Director Anthony to adopt the 2021-2022 Budget for the PUD. Passed unanimously.
5) EXECUTIVE SESSION	
a) Personnel Matters	Personal matters were discussed. No action resulted.
6) DISTRICT MANAGER’S REPORT	
a) Billing system Rollout and Revenue Collection	DM Anderson reported that the new billing system was working, including online auto-payment elements. Thus far, about \$41,000 had run through the system. About 50 customers had signed up through the billing portal online. Approximately, \$58,830 was still noted as past due. In many cases where there had been a dispute with a customer concerning the amount due, staff had provided a detailed account


	<p>summary for review. These summaries settled the matters. Director Sherkow asked the DM to continue to remind customers about the online features and option to go “paperless,” thus saving administrative costs and effort.</p>
b) Vehicles – 2 new trucks	<p>DM Anderson noted that purchasing new small trucks was presenting a time problem with delivery dates being about 6 to 9 months out. Trucks (1/2 ton) from Dodge could be delivered in about 3 months, however. Larger, heavy-duty trucks (3/4 ton), such as those needed to haul equipment, could be delivered sooner with a price of about \$38,000. Both types were needed by the PUD soon given the condition of the existing units.</p> <p>DM Anderson said that the purchase of the hydro-excavator was preceding the truck purchase. This would leave about \$15,000 in the FY21 equipment budget unspent. Director Sherkow asked if the money could be used as a down-payment on one or more of the trucks, in order to obligate the remaining FY’s budgeted amount. DM Anderson said that he would explore that idea with the truck dealer. The cost of the excavator trailer was also noted as a possibility.</p> <p>Motion by Vice President Cuellar, and seconded by Director Anthony to proceed with truck purchases and use of the remaining equipment budget for FY 21 for down payment or other means to obligate for remaining funds. Passed unanimously.</p> <p>A suggestion was made to examine the possibility of diesel fuel storage at the shop, or use the US Forest Service fuel storage.</p>
c) Hydro Excavator Trailer	<p>The excavator has been purchased and was already at the Blodgett shop. DM Anderson said that this equipment was similar to a giant pressure washer and “shop vac” all in one. It would provide better, more precise excavations for cleaning settlement basins, valve boxes, meter boxes, and other purposes.</p>
d) Office Staffing Update	<p>DM Anderson said that the position would be posted and advertised in the next week with the intention to hire as soon as possible.</p>
e) Water Resources and Drought preparation	<p>DM Anderson was looking into ways of installing stream gauges on the four streams for which SWLCWPUD has water rights. He was executing the Civil West proposal, part of which was to help determine the PUD’s water capacity. The question would also be on today’s needs versus the water capacity needed at “build-out” of all developable lots.</p> <p>There was discussion about sewer service in the area versus the existing septic systems. The idea of improved customer conservation was also brought up as a way to reduce water demand. DM Anderson brought up that it should be done along with the water rate determination.</p>
f) New Field Crew	<p>DM Anderson said that the position would be posted and advertised in the next week or two with the intention to hire as soon as possible. There was a consideration of certifications needed by staff to operate the water system.</p>
g) Water Master Plan Addendum	<p>DM Anderson mentioned that the Civil West work, which covers this matter, would include plant and system capacity enhancements, stream monitoring and other items.</p>
h) Pipeline Improvement Project	<p>DM Anderson said that this work would include additional analysis of which pipelines needed to be replaced, AC pipe replacement, and treatment plant controls. This work would go beyond the FEMA grant now being pursued.</p>
i) Water Emergency Mutual Aid Agreement	<p>A general discussion ensued covering the desire by the City of Yachats to buy additional water, especially during the summer season. Several Board members discussed the possibility of selling water to Waldport and/or Yachats as a wholesaler. How this affected the capacity of the treatment plant and stream flows was also discussed. An older version of the Mutual Aid Agreement expired in 2018.</p>

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j) DRC Update	DM Anderson gave the Board an update on the use of his certificate and possibilities for staff to update certifications and upgrade them to higher levels, including cross-training.
k) Water Rights Status	DM Anderson reported that the Water Resources Department was processing the Water Rights Application for Vingie Creek. No action was required by the SWLCWPUD at the present time.
7) OTHER OLD BUSINESS for BOARD CONSIDERATION	
a) Employee Handbook	The newly adopted Handbook has been distributed to employee, and they have been encouraged to read it thoroughly.
b) Capital Improvement Program	Director Sherkow discussed his desire that a Capital Improvement Program (CIP) be developed covering about 5 years showing projects, estimated costs, funding sources and timing of the project phases. Vice President Cuellar mentioned that the CIP should flow from the Master Plan and other related projects. It was noted that this should be balanced with the rate structure. Director Sherkow volunteered to help DM Anderson with an initial effort.
8) OTHER NEW BUSINESS for BOARD CONSIDERATION	
a) Consumer Confidence Report (CCR)	DM Anderson said that the CCR would be finished in the next two weeks with improved content and format which will be most readable. He mentioned that he wanted to add a newsletter to the release of the CCR. It was suggested that the newsletter include that fact that there would be no rate increase for the upcoming year. President Tucker volunteered to help draft such a statement.
9) CORRESPONDENCE AND REPORTS	<p>President Tucker brought up a possible agreement between Yachats Rural Fire Protection District and SWLCWPUD concerning emergency equipment and materials storage at the Blodgett shop.</p> <p>A discussion ensued about trying to get the US Forest Service and County Emergency Management to get the Blodgett Road repaired. Present Tucker said that he would contact County Emergency Management</p>
10) OTHER ITEMS OF INTEREST	None
11) ADJOURNMENT	Vice President Cuellar made a motion to Adjourn. It was seconded by Director Anthony. Motion approved unanimously at 12:22 PM.

 , Board President
Donald Tucker, Director Subdivision 5

Date 26 July 2021

 , Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 7/21/21