



**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](http://www.swlcwpud.org)  
541-547-3315**

**BOARD OF DIRECTORS MEETING  
AGENDA  
21 July 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
    - i. Transfer \$55,051.35 from LGIP to Columbia Bank checking
- 4) RESOLUTIONS**
  - a) No Resolutions noted
- 5) DISTRICT MANAGER'S REPORT**
  - a) Office Staffing Update
  - b) Handbook Updates
  - c) Water Resources and Drought preparation
  - d) Water Emergency Mutual Aid Agreement
  - e) Water Rights Status
  - f) Forest Service Request Draft Letter
  - g) Adjust Rates to Daily Rate
  - h) Yachats Fire Storage Agreement
  - i) Board Tour of Facilities
  - j) CCR overview
  - k) Updates from Engineer
- 6) OTHER OLD BUSINESS for BOARD CONSIDERATION**
  - a) Employee Handbook
  - b) Capital Improvement Program
- 7) OTHER NEW BUSINESS for BOARD CONSIDERATION**
  - a) Selection of Treasurer
  - b) Selection of Subdivision 2 Board member replacement
  - c) Swearing in of Director Anthony
- 8) CORRESPONDENCE AND REPORTS**
- 9) OTHER ITEMS OF INTEREST**
- 10) ADJOURNMENT**

July 21, 2021

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


<b>1) REGULAR MEETING CALL TO ORDER</b>	President Tucker called the meeting to order at 10:01 AM
a) Determine Quorum Present	President Tucker, Vice President Cuellar, Director Anthony, and Director Sherkow.
<b>b) [From #7c] Swearing in of Director Anthony</b>	President Tucker swore in Larry Anthony as the Subdivision 3 Director.
c) Conflict of Interest Declarations	None
d) Agenda Changes and Agenda Approval – Action Item	Move #7c to #1b
e) Note Guests Present	Water Commissioner Bill Turner
f) Review and Approval of Previous Minutes – Action Item	Director Anthony moved and Vice President Cuellar seconded approval of June Board Meeting Minutes. Motion passed.
<b>2) PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)</b>	No members of the general public were present.
<b>3) TREASURER’S REPORT</b>	
a) Review and Approval of Disbursements – Action Item	A general discussion was conducted by the Board about select expenses and the time spent by the accountant on payroll since the payroll process migrated to the payroll service. Director Cuellar inquired about several ACH disbursements including Pioneer and Quadient. DM Anderson responded, and said that he would be talking with the accountant about this and other issues. Moved by Director Sherkow to accept the Disbursements lists for June 2021. Seconded by Director Cuellar. Motion passed unanimously.
b) Monthly Financial Report – Action Item	A review of the June 2021 Financial Report was conducted. Since this represented the fiscal year-end report, attention was given to how select revenue and expense line-items settled out for the fiscal year. Director Sherkow asked DM Anderson to discuss with the accountants how the long-term commitment of the SWLCWPUD to paid the SWLCWD for the bonds (USDA loan) was reflected in the financial statement. President Tucker discussed the general topic of how Bond Surcharge is handled and asked DM Anderson to follow up with the accountants to ensure that this is reflected correctly. Moved by Director Sherkow to accept the Financial Report for June 2021 and have the DM follow up with the accountants. Seconded by Director Cuellar. Motion passed unanimously.
c) Treasurer Report/Update	None
i. Transfer \$55,051.35 from LGIP to Columbia Bank checking	DM Anderson noted the transfer at fiscal year-end of this amount in order to pay for the excavator.
<b>4) RESOLUTIONS</b>	No Resolutions noted
<b>5) DISTRICT MANAGER’S REPORT</b>	
a) Office Staffing Update	DM Anderson noted that the former Billing Clerk was no longer an employee, and that Angela was now a full-time employee handling

	<p>billing and other administrative work. Niki was scheduled to leave in approximately 4 or 5 weeks. The DM was about to recruit for the position soon to be vacated.</p>
<p>b) Handbook Updates</p>	<p>DM Anderson requested an additional 30 days in order to bring any changes or corrections in the Handbook to the Board.</p>
<p>c) Water Resources and Drought Preparation</p>	<p>DM Anderson reported on various items including the upgrade of the plant scheduled for the fall 2021 which would replace the SCADA software and allow the plant to be operated remotely, if needed. He also discussed the general concept of having wholesale customers (e.g., neighboring cities) pay for any additional costs borne by SWLCWPUD for the sale of water or increase in plant capacity.</p> <p>Water Commissioner Turner stated that he believed that the PUD's water rights at Vingie Creek were on private property and that others may have water rights at the location as well. President Tucker inquired about whether SWLCWPUD had a legal easement or ownership of the property, and ask DM Anderson to follow up on the matter.</p> <p>DM Anderson proposed the establishment of a Drought Preparedness process which would establish thresholds at which select actions and/or customer alerts/notifications would ensue. Director Sherkow noted that SWLCWPD didn't have the staff to "police" or authority to enforce some possible actions, and that much of this will result in requests to the customer to conserve water. President Tucker encouraged the DM to draft a process for Board consideration.</p>
<p>d) Water Emergency Mutual Aid Agreement</p>	<p>The Board reviewed a draft agreement between SWLCWPUD and the City of Yachats, developed by the District legal counsel, with suggested modifications by Director Sherkow.</p> <p>Changes included establishing a mutual support process with quarterly adjustments in prices, as needed. After some discussion, the Board decided to use the "outside the district" price per unit of water which had already been adopted by the Board for 2021, recognizing that this could be adjusted over time.</p> <p>With a variety of changes agreed to by Board members, Director Sherkow volunteered to finalized the draft agreement and forward it to DM Anderson and the legal counsel within a day. President Tucker noted that SWLCWPUD should wait to adopt a final version until the City of Yachats has seen the agreement and had a chance to react. No action was taken, but it was recognized that a Special Meeting could result if adoption was necessary prior to the next scheduled Board meeting.</p>
<p>e) Water Rights Status</p>	<p>DM Anderson briefed the Board on the current process. The State's waiting-period was now underway to allow the public to provide any objections to the Application for an Extension of Time to the Oregon Water Resources Department for the Vingie Creek permit. The public had until August 20, 2021 to object or provide comments to the State. If the Extension was granted, the Time Extension would give SWLCWPUD until 2043 to develop the intake at Vingie Creek to 1 cfs capacity. The present permit allows for 0.91 cfs, expect in July when 0.6 cfs is allowed to be used. The permit process would also require SWLCWPUD to adopt a Water Resources and Conversation Plan within 3 years.</p>


f) Forest Service Request Draft Letter	DM Anderson went over a draft letter which, if signed, would have SWLCWPUD, Yachats, and Waldport request that the USFS take steps to improve the forest management and undertake restoration actions. These actions would improve the long-term water quality and quantities coming from the USFS forests which are the sources of most of the area's drinking water. After some questions and discussion by Board members, President Tucker deferred the item until the next meeting.
g) Adjust Rates to Daily Rate	DM requested that a change be made to how water sales are calculated. Currently, the customer bills are based on a monthly charge. The staff request was to change this to a daily rate. This would simplify cases where the customer's property is sold mid-month and the bill has been split between two customers. Questions were raised by Board members about the financial impact. DM Anderson assured that the change would be negligible and would save staff time in handling such cases in the billing system. The change would apply to all customers.  Motion by Director Cuellar to adopt a daily rate charge for water sales and that a letter be sent to customers explaining the change, and the date of the change be made effective at the DM's discretion. Seconded by Director Anthony. Passed unanimously.
h) Yachats Fire Storage Agreement	The Board reviewed a draft agreement, developed by the District legal counsel, with suggested modifications by Director Sherkow. After some discussion and a variety of changes were agreed to by the Board members, Director Sherkow volunteered to finalized the draft agreement and forward it to DM Anderson and the legal counsel within a day. Formal action was deferred until the next meeting after finalization of the agreement language.
i) Board Tour of Facilities	A possible tour date in August was generally discussed.
j) Consumer Confidence Report (CCR) overview	DM Anderson briefed the Board on the CCR results. He noted that there were no areas of concern, and had received no feedback from the customers.  It was suggested that long-term trends be monitored and that the DM look at the CCRs for nearby water utilizes to see how their results compared to ours.
k) Updates from Engineer	FEMA grant application deadline has been extended until Jan. 2022. The engineer is working a Master Plan amendment. Some pipe replacement would also be part of the upgrades. The Bureau of Reclamation may have money for such items as meter replacement. DM Anderson is in the process of replacing meters in order establish a fully automatic meter reading (AMR) system which allow staff to gather accurate meter readings within a short time through transponders. Data would then be transferred to the billing system quickly. Eventually, the entire system's meters could be read in one day.
<b>6) OTHER OLD BUSINESS for BOARD CONSIDERATION</b>	
a) Employee Handbook	Deferred until next month
b) Capital Improvement Program	Director Sherkow will work with DM Anderson on a working draft in the next month or two.

BOARD OF DIRECTORS MEETING  
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<b>7) OTHER NEW BUSINESS for BOARD CONSIDERATION</b>	
a) Selection of Treasurer	President Tucker announced that there would be Board election next month, and at that time a new Treasurer would be selected.
b) Selection of Subdivision 2 Board member replacement	After some discussion, the Board selected Water Commissioner Turned to fill the unexpired term of Director Bacigalupo (recently resigned) for Subdivision 2.  Vice President Cuellar moved and Director Anthony seconded that Bill Turner be appointed to the Subdivision 2 position on the Board. Passed unanimously.  He will be sworn in at the next meeting.
c) Swearing in of Director Anthony	See #1b
<b>8) CORRESPONDENCE AND REPORTS</b>	None
<b>9) OTHER ITEMS OF INTEREST</b>	DM raised the issue of settling billings to customers who have experienced a leak and who have taken responsible step to fix it. He proposed to charge customers with leaks the minimum monthly charge and then add 50% of the remaining bill, establishing that as the customer's responsibility. Board members generally agreed and asked the DM to return with formal policy.  DM raised the issue of the annual COLA adjustments to the employees' salaries and hourly pay rates. This year's published COLA was 5.1%. As a comparison, 2018 COLA was 3.65, 2019 COLA was 2.7%, and 2020 COLA was 1.2%  Motion by Director Anthony to adopt the COLA of 5.1% and adjust pay for all employees effective July 1 <sup>st</sup> . Seconded by Vice President Cuellar. Passed unanimously.
<b>10) ADJOURNMENT</b>	Director Sherkow made a motion to Adjourn. It was seconded by Vice President Cuellar. Motion approved unanimously at 12:56 PM.

  
Donald Tucker, Director Subdivision 5

Date 15 Sept 2021

  
Franklin Sherkow, Director Subdivision 4

Date 09/15/21