



SOUTHWEST LINCOLN COUNTY WATER PUD
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**SOUTHWEST LINCOLN COUNTY WATER PUD
MEETING OF THE BOARD OF DIRECTORS**

February 12th, 2020

10:00 A.M.

AGENDA

- 1. REGULAR MEETING CALLED TO ORDER**
 - (a) Comments from the Public**
 - (b) Conflict of Interest Declaration**
 - (c) Approval of the Regular Meeting Minutes**
 - (d) Approval of Bills**

- 2. PREVIOUS BUSINESS TO BE COMPLETED**
 - (a)**
 - (b)**

- 3. NEW BUSINESS**
 - (a) Letter/Postcard to Subdivision 1 & 4 Director eligible residents (discussion)**
 - (b) Board Titles (Tucker)**
 - (c) Resolutions and Ordinances (Tucker/Gintner)**
 - (d) People's Utility District – District Manager (ORS 261) (Tucker/Gintner)**
 - (e) Bookkeeping/Finance Transition (Bacigalupo/Brittany Hornung?)**
 - Bank Accounts**
 - Bill Payment and Pay Check generation**
 - (f) Part time help**
 - (g) Job Descriptions (Tucker/Whitlock)**
 - Field Personnel**
 - Office Personnel**
 - (h) Wage Survey**

SOUTHWEST LINCOLN COUNTY WATER PUD
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Call To Order: The Meeting of the Southwest Lincoln County Water District was called to order at 10:00 A.M., Wednesday, February 12, 2020 by Chairman Donald Tucker.

Present: The Board members present were Donald Tucker, Gary Hodges and Andrew Bacigalupo. Also present were Pete Gintner, Carla Young, David Whitlock and Brittany Hornung.

Conflict of Interest: Donald Tucker asked if there were any "Conflicts of Interest". None were stated.

Minutes: No minutes were prepared for January 2020. Carla Young will present them for next month's meeting.

Bills: The Board discussed the bills for January 2020. Gary Hodges made a motion to approve the bills; Andrew Bacigalupo seconded the motion and the bills were approved for payment.

Treasury Report: No treasury report was prepared.

Letter to Sub-sections: A letter to solicit new Directors for sub-sections 1 and 4 was discussed. Gary Hodges made a motion to mail out letters; Andrew Bacigalupo seconded the motion and it was approved.

Financial Reports: Brittany Hornung submitted a report on the financial statements. Fees for services rendered thus far is \$3,400, which will be billed next month. Ms. Hornung also presented a document to be signed allowing her access to Local Gov't Pool account statements. Carla Young needs to also set up Donald Tucker and Andrew Bacigalupo for signers on this account and set up bonds for Mr. Tucker and Mr. Bacigalupo.

Temporary Position: The Directors need to hire regular part time help for the office that can also work full time hours during vacations of other employees.