



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

June 10, 2020

10:30 A.M.

AGENDA

1. **QUARTERLY MEETING CALLED TO ORDER**
 - (a) **Budget Hearing Public Comments**
 - (b) **Conflict of Interest Declaration**
2. **PREVIOUS BUSINESS TO BE COMPLETED**
 - (a) **Approval of the May Regular Meeting Minutes with Resolution 20-1.**
 - (b) **District Manager Position Description and Posting Discussion.**
 - (c) **Lead Water Treatment/Distribution Specialist Position and Salary Range Discussion.**
 - (d) **Part/Full time office position status.**
 - (e) **Future Resolution needed Re: Banking, App. of Counsel and Accounting.**
 - (f) **Debit Card under new TIN.**
3. **NEW BUSINESS**
 - (a) **Workshop on various PUD issues**
 - (b) **Rate Increase – ORS 264.312 Process**
 - (c) **State of Oregon Business Registration.**
 - (d) **Set up of SWLCWPUD email addresses for Board members and employees.**
4. **CORRESPONDENCE AND REPORTS**
 - (a) **Letter for confirmation BIN Accounting for 2020-2021**
 - (b) **Letter to Columbia Bank**
5. **OTHER ITEMS OF INTEREST**
6. **Close Budget Hearing Public Notice.**
 - (a) **Adopt Resolution 20-2.**
7. **ADJOURNMENT**

The District is an equal opportunity provider and does not discriminate against handicapped individuals. If you need any assistance to attend the Board meeting, please contact the District Office.

**SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
BOARD OF DIRECTORS
MEETING MINUTES
10 June 2020**

Call to Order: The SWLCWPUD Board of Directors were called to order by Board President Tucker at approximately 10:00 AM, Wednesday, 10 June 2020, the meeting held by at the SWLCWPUD Blodgett Road site.

Present (SWLCWPUD): Directors Andy Bacigalupo, Roxie Cuellar, Frank Sherkow and Don Tucker. Director Gary Hodges was absent.

Public Present: David Whitlock, SWLCWPUD Field Superintendent/ Acting District Manager, SWLCWPUD. Commissioners Anthony and Turner, SWLCWD.

Budget Hearing: The meeting opened for public comments on the budget accepted at the 13 May 2020 Budget Committee meeting. No other public was present and the meeting was considered open until the end of the Board meeting.

Conflict of Interest Declarations: None.

Previous Business:

The 13 May Regular Board meeting minutes were reviewed and approved without change. Motion to accept made by Director Sherkow and seconded by Director Cuellar. The motion passed unanimously.

Discussion continued on the District Manager Position Description and Help Wanted posting drafts. The original Position Description draft was from Director Tucker and a subsequent revision was presented earlier by Director Sherkow. The Help Wanted posting drafts were the original by Director Tucker and a proposed revision by SWLCWD Commissioner Turner. Director Sherkow and Commissioner Turner agreed to jointly reviewing both all drafts and present their recommendations to the Board at the 15 July 2020 Regular meeting.

Director Tucker brought up the need to setup the Lead Water Treatment/Distribution Specialist position, including setting a salary range and selection of an employee to fill the position. While the Board was in agreement no final decision was made beyond further discussion at the next Board meeting. Some felt this was a decision to be made by the incoming District Manager.

The Administrative Assistant (or what future title is decided upon) and Billing Specialist backup hiring should proceed. Mr Whitlock said he had good candidates and would move forward. The salary schedule of the Billing Specialist would be used.

Director Tucker noted with the SWLCWPUD now having a TIN and new banking accounts setup by Director Bacigalupo that we would need to introduce new Resolutions on several of the items.

Establishment of a credit card for the SWLCWPUD was discussed by Director Bacigalupo. Director Cuellar had some suggestions from her work with the Port of Alsea that she thought would be helpful and she and Director Bacigalupo agreed to work together in the creation of a credit card plan.

New Business:

Commissioner Turner (SWLCWD) had previously raised the idea of a workshop or workshops to get at some of the issues which currently do or will in the future face the district. All agreed this was a good idea. Director Sherkow agreed to work on getting some available dates from Board members.

Director Tucker discussed the rate increase process. Although the Board approved the budget based on an anticipated 3% increase in revenue it will still have to follow the ORS rate increase rules applicable to PUD's. Director Tucker will initiate starting this process in the next week. The earliest that any rates could be reviewed and acted upon would be at the July meeting. Any increase could start on or following the August meeting date. Director Tucker will forward more info on this.

Director Tucker informed the Board of the need to file and register the SWLCWPUD with the State of Oregon Audits Division. Fairly simple and he will proceed with that. Director Tucker advised of the status of SWLCWPUD Peak.org email addresses for all WPUD Board members and employees and a general email address. It is expected this will be ready to implement on or around 1 July. The email address is to be used for all official SWLCWPUD business as these communications are subject to the State's records retention requirements. It was recommended that such emails clearly show the emailers position, such as Joe Smith, SWLCWPUD Director,

Correspondence and Reports:

A letter of engagement for Buckwald and Hornung for financial statement preparation, payroll and budgeting accounting services and other support as required by the SWLCWPUD was received, outlining the services to be routinely performed. Director Bacigalupo moved to accept and return the engagement letter which was seconded by Director Sherkow. The motion passed unanimously.

A letter confirming the TIN for the SWLCWPUD was received.

A letter was sent to the Columbia Bank detailing those who authorized to sign under the new checking account for the SWLCWPUD. Included was a list of those who could, for informational purposes, access the account.

Close of Budget Hearing:

The Budget Hearing was closed with no public comments.

A motion was made by Director Sherkow and seconded by Director Cuellar to accept Resolution 20-2 Resolution Adopting Budget and Making Appropriations, 2020-2021. The motion passed unanimously.

The meeting was adjourned by Board President Tucker.

A handwritten signature in black ink, appearing to read "Donald A. Tucker", is written over a horizontal line.