



SOUTHWEST LINCOLN COUNTY WATER PUD  
7740 HIGHWAY 101 NORTH, YACHATS, OR  
P.O. BOX 368  
WALDPORT, OR 97394-0368  
[www.swlcwpud.org](http://www.swlcwpud.org)  
(541) 547-3315

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

**July 15, 2020**

**10:00 A.M.**

**AGENDA**

- 1. REGULAR MEETING CALLED TO ORDER**
  - (a) Quorum Determined
  - (b) Recognize Public
  - (c) Conflict of Interest Declarations
  - (d) Approval of Disbursements
  - (e) Public Comment
  - (f) Treasurer Report/Update
  
- 2. PREVIOUS BUSINESS TO BE COMPLETED**
  - (a) Water Base Rate Increase and Resolution 20-4 (Tucker)
  - (b) Water Rate and Fees Schedule Revision (Tucker)
  - (c) District Manager Position Description/Posting (Sherkow/Turner)
  - (d) Audit Extension Denial/Resolution (TBD)
  - (e) Use of @swlcwpud.org Account and Authorized Contact (Tucker)
  - (f) Lead Water Treatment/Distribution Specialist Position (Tucker)
  - (g) Water Rights (Sherkow/Whitlock)
  - (h) Credit Card (Bacigalupo)
  - (i) Direct Deposit (Bacigalupo/Tucker)
  - (j) Personnel Manual Update (TBD)
  - (k) 75<sup>th</sup> District Anniversary (Sherkow)
  
- 3. NEW BUSINESS**
  - (a) Designation of Registered Office and Agent and Resolution 20-3 (Tucker)
  - (b) Masks and Social Distancing – Covid Rules
  - (c) Utility On-Line Billing (Sherkow)
  - (d) Small Loan Discussion (Sherkow)
  - (e) Notary Public (Tucker)
  - (f) Transfer of Deeded Properties (Ginter/Tucker)
  - (g) Records Retention (Tucker)
  - (h) Future Resolutions to Finalize WD to PUD (Tucker)
  
- 4. CORRESPONDENCE AND REPORTS**
- 5. OTHER ITEMS OF INTEREST**
- 6. 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  
15 July 2020**

**Call to Order:** The SWLCWPUD Board of Directors was called to order by Board President Tucker at approximately 10:00 AM, Wednesday, 15 July 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 Larry Anthony and Bill Turner, SWLCWD.

**Conflict of Interest Declarations:** None.

**Approval of Disbursements:** Correction to Expense Ledger titled "SWLCWPUD July 2020". A decimal place error in Payroll for Zachary Forcier was discovered. A motion to approve the bills by Director Bacigalupo, seconded by Director Sherkow, and unanimously passed by the Board.

**Treasurer's Report/Update:** Treasurer Bacigalupo provided the status of transfers from SWLCWD accounts to SWLCWPUD accounts at Columbia Bank and LGIP, information on Merchant Service and the need to discuss Bonding with Brittany (B&H) with regard to the ORS requirements. The issue is all PUD Board members are listed as authorized signers to the Columbia Bank PUD account, and all WD Board members are authorized signers to the Columbia Bank WD accounts. The question is if this authorization falls within the ORS definitions of who must be bonded. If it is the case, this would be costly and the Board may need to revisit who is authorized access vs view. At present only the Treasurer is bonded relative to Columbia Bank and LGIP. The Treasurer and President of the Board are authorized signers on the LGIP accounts.

**Previous Business:**

Resolution 20-4 Water Base Rate Increase, Effective 1 September 2020 was presented. The Base Rate increased by 5%. On an average bill the overall increase is approximately 3 to 3.2%. A motion to approve the Resolution was made by Director Cuellar and seconded by Director Bacigalupo and unanimously passed by the Board.

The Rate Hearing will be held at the next regular Board meeting on 19 August. Notice of the proposed base rate increase will be sent to all customers by mail or a postcard in line with ORS.

Director Sherkow commented on the lack of project spending, and the need to discuss a long term plan relative to the existing Reserves.

The current Water Rates document for customers will need to be updated with the new rates and effective date. In the interim, a copy of the current and pending rates will be given new customers signing up for water service. Director Tucker will work with the office staff to accomplish this and the rate increase mailing.

The Board reviewed the District Manager position description, and changes to the job posting ad as suggested by the News-Times. These changes to the ad will result in a cost savings in running the ad. Director Cuellar motioned to accept the revisions and run the ad posting in the Newport News Times and SDAO. Director Tucker seconded and all approved. Director Tucker will work with the News Times to place the ad and SDAO to place a similar open position ad on the SDAO site. Other pertinent sites will be surveyed as well.

Notice was made by Director Tucker of the denial of an extension to completion of the 2018-2019 audit by Grimstad and Associates. This is probably not an issue as it is expected to be completed by the August meeting according to B&H.

Director Tucker raised the concern he had with no movement on the Lead Water Treatment/Distribution Specialist position. The Board felt that this was best left to the incoming District Manager when hired.

The issue of the still pending Water Rights was raised, and Dave Whitlock said it was being pursued and that an update will be provided at the next meeting. Director Sherkow expressed concern that this is taking way too long.

Director and Treasurer Bacigalupo addressed the credit card issuance subject for office use. He was reviewing a City of Yachats Credit Card Policy to ascertain its usefulness as a base for establishing a similar policy for the PUD.

The issue of direct deposit of pay for all employees was discussed and the Board generally agreed this was a direction which it strongly supported and tasked Dave Whitlock to discuss the issue with all employees and encourage participation. This ensures no delay in the movement of pay to an employee account and also removes considerable paperwork and time from the PUD in the preparation of bi-weekly paychecks. To be effective the PUD needs to have all employees involved.

Director Tucker noted the need to bring the Personnel Manual up to date. There are several new rules which have been issued by the State of Oregon that need to be added or current information in the manual updated. SDAO has a template and it might serve as a good review against what is currently in place. Director Tucker will obtain a copy.

It was noted that the water district as a WD and a WPUD will be 75 years old in September of 2020. Director Sherkow has developed a logo to use on correspondence going out of the office and on emails and use is encouraged, particularly with those not a member of the PUD. He also suggested the possibility of having some sort of celebration for our customers, such as a cook out etc, and getting local papers to do an article on the topic. No specific decision was made of the next step, but needs to be brought up again at the next meeting.

**New Business:**

Resolution 20-3 regarding the PUD registered office and agent was presented to the Board by Director Tucker. This is a requirement of the State of Oregon's Secretary of State Audits Division. It existed for the WD but not the PUD. A motion to approve was made by Director Sherkow and seconded by Director Cuellar. The Board unanimously approved.

The subject of Covid-19 and the mask requirement was discussed. The Board agreed that the use of a mask inside the office where social distancing cannot be achieved should be mandatory, recognizing that there may be a negative response by some customers.

The subject of online bill payment was introduced by Director Sherkow. After discussion the topic was considered an item for the workshop Director Sherkow will chair. It also will be a topic for the August Board meeting. There was general agreement that the PUD should have a viable online payment capability. The possible prepayment or refinancing of the PUD's 3.97% loan was discussed. David Whitlock was asked to pull the files on this loan and outline the early payment provisions in the loan. There was also discussion about the existing RUS loan which still resides with the WD. All agreed that there should be continued effort to determine why this loan cannot be transferred to the PUD. This will be a topic for the August meeting.

The issue of a Notary Public was discussed. The new employee Niki McBride is a notary but expressed concern about work for the PUD. Director Tucker noted that the SOS notary office had indicated that if she was willing to agree to notarize PUD explicit documents at a charge of \$0 that it would not conflict with the current notarial rules and expressed in writing to Director Tucker. No further action has been taken and for the interim the PUD will go outside for notarial actions.

The need to begin the transition of titled vehicles and equipment and deeded properties to the PUD should begin. The WD should as quickly as possible be devoid of any assets other than that provided by the approved WD budget.

Director Tucker noted that the PUD needed to be aware of the specific records retention requirements for a PUD set by ORS and OAR's. He will begin development

of a document set which clearly sets out what within the PUD is subject to and the period of time that records must be kept.

Some of the Resolutions that the Board will have to deal with in the future were highlighted and will be dealt with and presented to the Board as the need and timing is proper.

The Board, in response to the number of subjects proposed to be discussed by Director Sherkow agreed to hold a workshop where these can be discussed. Included are Federal legislation among other topics. The Board members would provide Director Sherkow with possible dates each had available. Director Sherkow agreed to lead this workshop.

**Correspondence and Reports:**

None

There being no further business to put before the Board, the meeting was adjourned by Board President Tucker.

  
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President

  
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Secretary