



**SOUTHWEST LINCOLN COUNTY WATER PUD
(SWLCWPUD)
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**SOUTHWEST LINCOLN COUNTY WATER PUD
BOARD OF DIRECTORS MEETING
AGENDA
19 August 2020
10:00 AM**

- 1. REGULAR MEETING CALL TO ORDER**
 - (a) Determine Quorum**
 - (b) Conflict of Interest Declarations**
 - (c) Recognize Public and Open Public Comment Period**
 - (d) Review of July Minutes**
 - (e) Review and Approval of Disbursements**
 - (f) Treasurer Report/Update**

- 2. OLD AND ONGOING BUSINESS**
 - (a) 75th Anniversary of the water district (SWLCWPUD anniversary?)**
 - (b) District Manager Help Wanted Ads Update (Tucker)**
 - (c) Establish Process For Review of DM Applicants- Use of Executive Session (Review) and Regular Meeting (Decision)**
 - (d) Review of Current Employee Benefits**
 - (e) Lead Water Treatment/Distribution Specialist Position**
 - (f) Water Rate Schedule Revision Review**
 - (g) Water Rate Increase – Notices Issue and Comments**
 - (h) Company Credit Card (Treasurer)**
 - (i) swlcwd.org Account Updating/Password (Tucker)**
 - (j) COLA Discussion – Resolution 20- X**
 - (k) Special Meeting Review (31 July) (Sherkow)**
 - Utility on-line Billing**
 - Water Rights**
 - Small loan**
 - Federal Legislation**
 - (l) Transfer of Vehicle Registrations (Whitlock)**
 - (m) Transfer of deeded properties (Whitlock/Gintner)**
 - (n) Direct Deposit (Treasurer)**
 - (o) Employee position descriptions and salary's (discussion)**

3. NEW BUSINESS

- (a) Nomination and Election of Board Vice President (ORS 261.425)**
- (b) Retirement Bonus Discussion**
- (c) Customer Email Address Collection Discussion**
- (d) Worker's Compensation SDIS Package 2020-2021 Review and Resolution 20-5 and 20-6.**
- (e) Public Meeting Places and Notices – Resolution 20-8**
- (f) System Development Charge Requirements (ORS 223) Discussion**
- (g) Non Water Fees Discussion**
- (h) Capitalization Policy discussion**

4. CORRESPONDENCE AND REPORTS

5. OTHER ITEMS OF INTEREST

- (a) Check Signing Issues**

6. ADJOURNMENT

All regular and special meetings are open to the public. The SWLCWPUD is an equal opportunity employer/provider. If you need any special services or assistance to attend a Board meeting, please contact the SWLCWPUD Office at 541-547-3315 or email

**SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
BOARD OF DIRECTORS
MEETING MINUTES
19 August 2020**

Call to Order: The SWLCWPUD Board of Directors was called to order by Board President Tucker at approximately 10:00 AM, Wednesday, 19 August 2020, the meeting held at the SWLCWPUD Blodgett Road site.

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

Public Present: David Whitlock, SWLCWPUD Field Superintendent/ Acting District Manager, SWLCWPUD.

Conflict of Interest Declarations: None were noted.

Public Rate Hearing: The meeting was opened to input from the public relative to the Water Base rate increase, effective 1 September 2020. Since there was no comment from public about the rate the Hearing was left open until the meeting end.

Review of July Minutes: No additions or changes were expressed. Director Bacigalupo moved to accept the minutes. Director Cuellar seconded the motion and the Board agreed unanimously by voice vote.

Approval of Disbursements: The list of disbursements were not available. Director and Treasurer Bacigalupo noted that he had cross-checked the invoices to the payments and signed the checks. The second Director signer was not noted.

Treasurer's Report/Update: Treasurer Bacigalupo noted that B&H advised the receipts for the water sales ad shown on the June financials were low due to the time of receipts. Director Sherkow asked if he would provide more detailed information to the Board following the meeting. A discussion regarding the purchase of office supplies was raised by Directors Sherkow and Cuellar, to look for best pricing and local where prudent.

Old and Ongoing Business:

Director Sherkow noted he had supplied the Anniversary logo to Dolores for use on the web site and other places. He suggested that during the school year it might be appropriate to have a contest for the student who writes an essay or paper on why community water is so important, with some sort of reward for the best. Director Hodges felt the reward should be sufficient to peak the interest of the students. The Directors agreed and will pursue this farther at its next meeting which will be after schools have opened and the opportunity is better to contact someone who can work within the district. The suggestion was also made to contact the Newport News Times and the on line YachatsNews.com owner. Director Tucker offered to

do that. Director Cuellar said she had a Newport News Time contact who would probably like to do that and will forward the name and email to Director Tucker.

The current situation for a District Manager was discussed. Director Tucker said there were, at present, two who had submitted applications. Director Sherkow suggested we allow 30 days from the day of the last posting (with the OAWU) and then begin the review process. Discussion centered on the attraction of anyone local who might apply with area familiarity, thus ability to get up to speed faster if the required qualifications are met. Director Tucker commented on an Application process form that he put together to ensure we approached each application commonly and to use as a measure of whether the required and preferred qualifications are met. The Directors were asked to review this first version and offer suggestions which would improve the document to Director Tucker

Director Tucker presented a Summary of Benefits which employees receive as a result of their employment with the district. It was a draft. Noted were certain areas not then available, specifically a copy of the medical/dental/vision and prescription plans. He will forward that information to the Board members in the next few days. A question which is not clear has to do with the on call process and pay. The Directors reviewed what is in the Personnel Manual, but Field Superintendent stated that was not the process being followed and outlined what was actually being done. Because on call time is governed by an Oregon OAR, Director Tucker said he would provide a copy of the OAR, the policy in the Personnel Manual and what was actually being done to Attorney Ginter for review and comment.

A copy of the handout Water Rate Schedule for customers, effective 1 September 2020 was reviewed without comment. Director Tucker noted that a large number of rate increase notices, over 300, were returned by the USPS as undeliverable. The reason is that the labels used were for the physical address, not the mailing address, often a PO Box. This resulted in customers getting the notice with a very short time to respond or attend the Rate Hearing. Only one negative written response had been received, from a second home owner.

The credit card discussion was bypassed for lack of available information at the time. Topic for the next meeting

Three persons are authorized to make changes to the @swlcwpud.org PeakInternet general account. This does not affect the individual accounts of Directors and employees and the setting of passwords.

The Board discussed the COLA situation, including how it had been applied in the past. The BLI CPI-U West for the year period ending June 2020 was 1.2 % and the Board was asked to approve Resolution 20-9 providing the increase to employees, retroactive to 1 July. There ensued discussion to ensure the Resolution was only for this FY and provided the opportunity next FY to revisit the entire subject. This would necessitate a minor change to the Resolution that was presented at the meeting and Director Tucker stated he would make the changes, note it is an Amended Resolution, check with the Board that the changes reflected the Boards directions and then have he and Secretary Hodges sign, for distribution to B&H and Dave Whitlock. Director ? Moved to accept the Resolution as amended. This was seconded by Director ? and passed unanimously by Board voice vote.

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The items of discussion at the Special meeting chaired by Director Sherkow were presented. There was not a quorum at this meeting. Relative to the SWOT presentation the Board at this meeting generally agreed to its usefulness and the need to keep it current and to use it as a tool for the next budget cycle. Discussion continued regarding implementation of the Master Plan and the need to further explore utility on-line billing. Mr Whitlock noted that he would be moving to press for completion of the open water right. Mr Whitlock will also find the files on the small loan with the higher interest rate so it can be reviewed to determine if there are impediments to a lower cost refinance or payoff, if prudent. Director Bacigalupo agreed to contact the RUS loan representative to reopen the discussion on whether the loan can be refinanced to lower the interest rate and redetermine why the loan cannot be transferred to the SWLCWPUD. Director Sherkow again pressed on the need for the district to become more involved in ensuring the federal congressional contingent are aware of us and our needs.

Following a break, the vehicle registrations changeover progress was discussed.

Also discussed were the transfer of deeded properties process, a more difficult task. Attorney Gintner needs to be brought in to guide the district in accomplishing this.

The issue of direct deposit of pay for all employees was again discussed and the Board agreed this was strongly supported. This ensures no delay in the movement of pay to an employee account and 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 and Treasurer Bacigalupo will work with Mr Whitlock to expedite the process.

New Business:

ORS 261.425 requires a Vice President for a PUD Board of Directors. Nominations were requested. Director Cuellar was nominated by Director Bacigalupo, seconded by Director Sherkow. With no further nominations the Board was asked to vote on the nomination. By voice vote Director Cuellar was unanimously voted by the Board to the Vice President position.

The issue of a Retirement Bonus for employees, who leave the district for whatever reason, as a standard practice were discussed. There is no written policy on the topic. A Retirement Bonus was given once in the past. Director Sherkow was concerned that continuing this practice sets a de facto policy which the Board agreed with. It was felt by one or more that it was not unusual to provide a gift for services rendered when someone has left employ, regardless of the circumstances. For the moment this topic was tabled and will be taken up at the next meeting.

The ORS allows Directors to be paid up to \$40 per meeting. The Directors, following discussion, agreed to serve without payment, excluding reimbursement of expenses associated with training or other duties which a Director or Directors would be expected to perform. Director Sherkow moved that Directors not be paid for Board attendance, Director Hodges seconded and the Board unanimously by voice vote adopted Resolution 20-6 Compensation of Board Members

Director Tucker suggested that the district begin collection of email addresses of its customers, with the stipulation that the addresses not be accessible on line. This would allow the district to better communicate with its customers. The Board agreed. Mr Whitlock noted that some of this information is already being collected or has been collected. A process for this needs to be outlined and possibly the written agreement of the customer obtained (check with Attorney Gintner).

The Worker's Compensation plan for the district for FY 2020-2021 was reviewed, the cost discussed and approved, including inclusion of the Board of Directors. The Special Districts Insurance Services, part of SDAO, required two Resolutions to support district approval, set up as Resolution 20-5 and 20-7. Director Hodges moved and Director Cuellar seconded to accept the Resolutions. The Board, unanimously by voice vote, adopted both Resolutions.

Director Tucker discussed ORS 223, detailing the establishment and methodology of system development charges, noting that our charges were out of line with some 40 plus other water municipalities in the state. The SWLCWPUD's SDC's are based on line size. All other municipalities are on whether it is residential or commercial. Mr Whitlock said he did not know the methodology used to establish our numbers. Director Tucker noted that a couple of year the SDC cost had been increased by use of the Portland Area CPI, a practice which seems to be in line with the ORS. The district at the moment cannot explain the process by which our pricing was established, which the ORS states must exist. Mr Whitlock will look back into historical files but the Board agreed that our SDC charges need more research and discussion.

Non- water fees such as door knockers, late payment fees, etc also need to be reviewed and will be taken up at a later meeting.

Buckwald and Hornung noted that the SWLCWPUD did not have a capitalization policy and made suggestions as to amounts. The Board agreed this was needed and came to the conclusion that items with a purchase cost of \$5000 or having a life of longer than one year should be considered a capital item for depreciation. This was memorialized in Resolution 20-10. Director Sherkow move to accept and Director Bacigalupo seconded. The Board, by voice vote, unanimously adopted the Resolution


Correspondence and Reports:

None

Rate Hearing: There being no public comments regarding the proposed Base Rate Increase, the Board move to finalize the increase, effective 1 September 2020. The motion to adopt was

made by Director Cuellar and seconded by Director Bacigalupo, unanimously approved by voice vote of the Board and the Rate Hearing was closed.

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



President



Secretary