



**SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S
UTILITY DISTRICT
(SWLCWPUD)
7740 HIGHWAY 101 NORTH, YACHATS, OR
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541-547-3315**



**BOARD OF DIRECTORS MEETING
AGENDA**

20 January 2021 - 10:00 AM

The regular meeting will be held at the water treatment facility at 1369 NE on Blodgett Road, Yachats, OR.

1) REGULAR MEETING CALL TO ORDER

- a) Determine Quorum Present
- b) **Welcome to and Introduction of New District Manager – Mr. Tui Anderson**
- c) Conflict of Interest Declarations
- d) Agenda Changes
- e) SWLCWD Commissioner Guest Acknowledgement
- f) Other Public guests
- g) Review and Approval of December Minutes

2) ELECTION OF BOARD OFFICERS

- a) Secretary to Board Discussion (non-Board?)
- b) Nominations (President, VP, Treasurer, Secretary (dependent on a) decision above)
- c) Vote on Officers of Board

3) DISTRICT MANAGER REPORT

4) TREASURER'S REPORT AND RELATED ITEMS

- d) Treasurer Report/Update
- e) DM Authorization – Financial Accounts
- f) Bonding of Employees
- g) DM Authorization - Credit Card
- h) Review and Approval of Disbursements

5) OLD AND ONGOING BUSINESS

- i) Billing System Restoration Status (Anderson / Sherkow)
- j) Water Right Status (Transfer project to DM Anderson)
- k) On Call/Standby Pay Policy (Gintner/Tucker – Anderson input needed -Defer to February)
- l) Lead Water Distribution/Treatment Specialist Position (Anderson input needed – Defer to February))
- m) Building Damage/Repair Status (Anderson/Cuellar)
- n) Damaged Truck Settlement and Replacement Status (Anderson/Cuellar)

6) NEW BUSINESS

- o) Overtime – Immediate Adoption of Policy Meeting Federal and Oregon BOLI Rules (see separate email from Tucker sent to each Board member 19 Jan)
- p) SDC and Bond Surcharge (Defer to February – Affects Billing- under review (Tucker)
- q) Field Operations Staffing Needs (DM Review and Proposal – Defer to February)
- r) Office Electrical Review (Anderson / Sherkow)
- s) Emergency Relief
- t) Office Security

7) CORRESPONDENCE AND REPORTS AND OTHER ITEMS OF INTEREST

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, contact the SWLCWPUD at 541-547-3315 or email: swlcwpud@swlcwpud.org

20 January 2021

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 10:05 A.M., Wednesday, January 20, 2021 by Vice President, Roxie Cuellar at 1369 NE Blodgett Road, Yachats, OR 97498.
- Present:** The Board members present were Roxie Cuellar, Frank Sherkow and Andrew Bacigalupo. Also present were William Turner, Tui Anderson, and Nikayla McBride.
- Conflict of Interest:** Roxie Cuellar asked if there were any "Conflicts of Interest". None were stated.
- Agenda Changes:** Roxie Cuellar asked if there were any agenda changes needed. Frank Sherkow suggested talking with the lawyer regarding the Board stepping into various duties in the absence of a District Manager and suggested a Resolution be put together to outline the situation. Andrew Bacigalupo agreed a Resolution is needed. Roxie Cuellar will contact the lawyer regarding the topic.
- Minutes:** The minutes for the December 16, 2020, were presented. Frank Sherkow made a motion to include the meeting minutes from the Special Board meeting of January 13th, 2021 as well as the minutes from the regular December meeting. Andrew Bacigalupo seconded the motion, and the minutes will be revised.
- Secretary to Board Discussion:** The Board discussed filling the Secretary position for the board. Roxie Cuellar stated the options are to fill the position within the SWLCWPUD Board or William Turner from the SWLCWD Board. Roxie Cuellar asked Frank Sherkow if he would be willing to serve as Secretary for the SWLCWPUD Board. Frank Sherkow said he was willing to consider filling the position.
- Nomination and Votes of Board Officers:** Motion to open nominations for President, Vice President, Secretary and Treasurer were made by Roxie Cuellar.
- President** - Andrew Bacigalupo nominated Donald Tucker for President. Roxie Cuellar second the nomination. Frank Sherkow nominated Roxie Cuellar for President. Roxie Cuellar called for a vote for Donald Tucker as President.
- Vice President** - Andrew Bacigalupo nominated Roxie Cuellar for Vice President. Frank Sherkow second the nomination. Three Votes were made.
- Treasurer** - Frank Sherkow nominated Andrew Bacigalupo for Treasurer. Roxie Cuellar second the nomination. Three Votes were made.
- Secretary** - Roxie Cuellar nominated Frank Sherkow for Secretary. Andrew Bacigalupo second the nomination. Three votes were made.

District Manager Report:

Tui Anderson gave a report on the status for current and upcoming projects. **Tree Down in Basin:** there is damage to the fence, and we will need to hire a company to come in and remove it. Andrew Bacigalupo mentioned looking into emergency funding. **Water Plant:** Water was not being made over the weekend and cause some overtime to occur and David Whitlock came in to assist. **Master Plan:** Plans to move forward with upgrading the plant. **Funding Sources:** Looking into USDA & SFR funds. **Meter Upgrades:** Looking into options for upgrading the meter reading process. **Mapping:** Plan to update maps to online mapping and building a real time water system map. Tui Anderson proposed setting up Arc GIS Online for a \$500.00 annual purchase. In addition to the annual fee Tui proposed purchasing a GPS and Tablet. Tui asked the board what his allowed spending limit is without the board's approval. Frank Sherkow noted that the Board should not be approving such small amounts if the proposed expenditure is within the approved budget. He made a motion approve the mapping project and allow the District Manager a \$1000.00 spending limit and that this process is not a set precedence by the Board. Roxie Cuellar and Andrew Bacigalupo second the motion. **Vehicle Purchase:** Tui Anderson shared his idea of purchasing and reselling a new truck. The board suggested further research for continued discussion.

Treasury Report and Related Items:

Treasurer Andrew Bacigalupo gave the Treasury Report and presented all related items. He stated the RUS loan payment was processed in December 2019. One of the LGIP account has been closed. Andrew Bacigalupo suggested closing one of the Columbia Bank accounts set up for SWLCWD. Roxie Cuellar and Frank Sherkow asked for a diagram showing the current accounts. Roxie Cuellar also suggested using the LGIP as a holding account and transfer funds to the Columbia Bank account as needed.

Other related items discussed included bank account access and credit card access for the District Manager, Tui Anderson and the bonding of employees. These related items will be revisited after Tui Anderson's probation period.

Old and Ongoing Business:

Payroll Process: Frank Sherkow briefly requested that we revisit the payroll processing. Tui Anderson agreed to research different options and will bring some recommendations to the board.

Billing System Restoration Status: Tui Anderson updated the Board with the current progress of the restoration of the billing program and what needs to be completed still. **Water Rights Status:** Frank Sherkow gave a brief summary of the situation and asked Tui Anderson to take over this project. **On Call/Standby Pay Policy:** Deferred to February **Lead Water Distribution/Treatment Specialist Position:** Deferred to February. **Building Damage/Repair Status:** Tui Anderson gave the current status of the building repairs. Repairs have been completed. **Damaged Truck Settlement and Replacement Status:** Tui Anderson updated the

board on the current status of the damaged truck and getting a replacement. We are waiting to receive the title from the DMV for the old truck. Tui Anderson is looking into options for a replacement truck.

New Business:

Overtime: Roxie Cuellar proposed to defer discussion to February, but to put into place that any overtime occurred from here on out be consistent with BOLI. There will be a Resolution is prepared for Februarys meeting. **SDC and Bond Surcharge:** Deferred to February.

Field Operations Staffing Needs: Deferred to February. **Office Electrical Review:** Frank Sherkow suggested having an electrician look at the circuit box and wiring. Frank Sherkow will pass along some information for Tui Anderson to take over.

Emergency Relief: Deferred to February. **Office Security:** Frank Sherkow brought up his concern of putting new computers in the office with the lack of security and suggested Tui Anderson research different options available. Roxie Cuellar expressed having expectations for the District Mangers response in the case of an emergency.

Correspondence and Reports or Other Items of Interest:

None to be stated

Adjournment:

Andrew Bacigalupo made a motion to adjourn the meeting; Roxie Cuellar seconded the motion, and the meeting was adjourned at 12:02 P.M.



Roxie Cuellar
Vice President, Board of Directors



Frank Sherkow
Secretary, Board of Directors