



**SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S  
UTILITY DISTRICT  
(SWLCWPUD)  
7740 HIGHWAY 101 NORTH, YACHATS, OR  
PO BOX 368, WALDPOR, OR 97394-0368  
[www.swlcwpud.org](http://www.swlcwpud.org)  
541-547-3315**



**BOARD OF DIRECTORS MEETING  
AGENDA  
17 February 2021 - 10:00 AM**

The regular meeting will be held at District Office, 7740 Hwy. 101 North, Yachats, OR.

- 1) REGULAR MEETING CALL TO ORDER**
  - a) Determine Quorum Present
  - b) Conflict of Interest Declarations
  - c) Agenda Changes and Agenda Approval – Action Item
  - d) Note Guests Present
  - e) Review and Approval of Previous Minutes – Action Item
- 2) PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 3) TREASURER'S REPORT**
  - a) Review and Approval of Disbursements – Action Item
  - b) Monthly Financial Report – Action Item
  - c) Treasurer Report/Update
- 4) RESOLUTIONS**
  - a) Adoption of resolution 21-1, Appointment of District Manager, See attached
- 5) DISTRICT MANAGER'S REPORT**
  - a) Billing system rebuild
  - b) Filter tank rehab and filter media replacement
  - c) Funding update
  - d) Water rights
  - e) Vehicles – 2 new trucks
  - f) Payroll process
  - g) Office Security – Selected IconicPro Security & Alarm
- 6) OTHER OLD BUSINESS for BOARD CONSIDERATION**
  - a) Board motion to approve starting the hiring process for a new field crew member
  - b) Bond Surcharge and SDC billing investigation, See attached
  - c) Approval of new billing system cost, See attached
- 7) OTHER NEW BUSINESS for BOARD CONSIDERATION**
  - a) Board motion adopting SDAO Employee Handbook template as emergency replacement for current outdated SWLCWD/SWLCWPUD Employee Handbook
- 8) CORRESPONDENCE AND REPORTS**
- 9) OTHER ITEMS OF INTEREST**
- 10) EXECUTIVE SESSION**
- 11) ADJOURNMENT**

February 17, 2021

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**BOARD OF DIRECTORS MEETING  
17 February 2021 - 10:00 AM**

<b>1) REGULAR MEETING CALL TO ORDER</b>	Meeting was called to order by Director Cuellar – Vice Chair at 10:00 AM
a) Determine Quorum Present	Directors Cuellar, Bacigalupo, and Sherkow were present
b) Conflict of Interest Declarations	None stated
c) Agenda Changes and Agenda Approval – Action Item	One change requested and agreed upon – Appoint DM Anderson as Budget Officer for PUD (see new Item #7b)
d) Note Guests Present	Larry Anthony and Bill Turner (both Commissioner for the SWLCWD)
e) Review and Approval of Previous Minutes – Action Item	Director Sherkow moved and Director Bacigalupo seconded approval. Motion passed.
<b>2) PUBLIC INPUT –Public Input (limited to 5 minutes per speaker)</b>	No members of the general public were present
<b>3) TREASUR'S REPORT</b>	
a) Review and Approval of Disbursements – Action Item	Director Sherkow moved and Director Bacigalupo seconded approval. Motion passed.
b) Monthly Financial Report –Action Item	Director Sherkow moved with a note of concern and Director Bacigalupo seconded approval. Note of concern: The former Field Supervisor's pay was being listed in the Financial Report on the DM's salary line. Director Sherkow said his salary should have listed, as before, on the salary line pertaining to his official position. By consensus, the Board agreed to look into any Board records that might have elevated the former employee to that of Temporary DM or Interim DM. No one could recall such an action. DM Anderson was to research the minutes for the previous meetings to see if there was mention of such an action. If none was found, the Financial Statements were to be corrected. Motion passed.
c) Treasurer Report/Update	Director Bacigalupo distributed the diagram of cash flow from accounts. The Columbia bank account that pays out the USDA loan will remain open, but cash in that account will be minimized. Older Water District funds in that account that will be used first.  Director Bacigalupo recommended paying a Fraud Protection Program offered by the bank and was agree to by consensus.  Director Bacigalupo discovered an active retirement account provided by Nationwide Retirement. No one knew of any such plan provided by or entered into by PUD or the Water District. Director Bacigalupo said that he will investigate and provide more findings.
<b>4) RESOLUTIONS</b>	
a) Adoption of resolution 21-1, Appointment of District Manager	Director Bacigalupo moved and Director Sherkow seconded approval. Motion passed unanimously.
<b>5) DISTRICT MANAGER'S REPORT</b>	

a) Billing system rebuild	DM Anderson's billing system rebuild status. Everything is tied to a location ID#. Initially entries were made from Nov. 2020 forward, and now the staff has included Oct. 2020. They are entering payments resulting in finding that some have paid and some have not. Not all customers have been billed to cover their most current usage, but that this was in progress. A spreadsheet has been produced to track all payments since the computer disruption. Staff is now reconciling the information in the billing system and determining any delinquent accounts and those with credit balances. The DM felt that the Feb. 2021 bills will represent about a 95% confidence level about balances. Several more months of work remains to complete the overall task.
b) Filter tank rehab and filter media replacement	There is a potentially serious problem of corrosion at the base of the tanks. A firm has been called in to determine the extent of the damage and whether it can be repaired in place or not. This was noted as potential expensive and time-consuming process. In addition, the filtration medium should be replaced soon. More details will be provided by the DM, and it may trigger a special Meeting of the Board if there are time-critical decision about the budget to be made.
c) Funding update	DM Anderson had arranged phone calls with State and Federal (USDA) representatives for this week. Director Sherkow noted that the new Federal Administration may result in additional funding. DM Anderson also said that he would suggest to industry groups that legislative changes be made so that State Water funds and USDA funds be able to be used for refinancing existing loans.
d) Water rights	After several calls and emails, the determination of the status of the remaining water rights issue remains unresolved. Dm Anderson said that he would continue to deal with the issue. Director Sherkow suggested that after a defined period (60-90 days), if no further progress has been made, that the PUD send a letter to the Water Resources Department director and State Legislators in order get a status report of the PUD's request, which has been pending for more than 20 years.
e) Vehicles –2 new trucks	DM Anderson said that he would secure three quotes for two new trucks. He also intended to use the existing heavy-duty truck as a "haul truck" in order to move the bobcat.
f) Payroll process	DM Anderson explained the need to update the payroll process. The Paychex service, offered through the Columbia Bank, would be used. This would save time, money, increase accuracy and privacy at a modest cost. It would also provide direct payroll deposits, W-2s, and other information. Director Sherkow moved and Director Bacigalupo seconded approval. Motion passed.
g) Office Security –Selected IconiPro Security & Alarm	DM Anderson recommended the IconiPro System Alarm service be engaged to provide security alarm and monitoring services for the PUD office. IconiPro is a local security company based out of Pacific City that has been servicing the Oregon Coast since 1995. The estimated installation cost was estimated at about \$600 with a small charge for monthly monitoring. It was agreed to by the Board, by consensus.
<b>6) OTHER OLD BUSINESS for BOARD CONSIDERATION</b>	
a) Board motion to approve starting the hiring process for a new field crew member	DM Anderson briefed the Board about the need for an additional field crew member in order help existing crew members and

	provide a level of safety in the field. It was noted that this request would trigger a budget change or that it could be accomplished through the new budget (Starting July 1 <sup>st</sup> ). DM said that he would begin working on the position description, pay range, and other items. If the position is deemed necessary prior to the beginning of the new fiscal year, then steps will be taken at that time.
b) Bond Surcharge and SDC billing investigation	Director Tucker had previously sent a briefing memo to the Board members outline the existing situation. In his absence, Director Cuellar offered to explore the existing SDC used for the current bonds and report back.
c) Approval of new billing system cost	DM Anderson briefed the Board about possible changes to the billing system. He recommended Utilibill (Utilitybilling.com) which is an international Utility billing platform. They provide an integrated platform encompassing CIS, Provisioning, billing, workflow, payments, customer portals and mobile apps. DM Anderson stated that this is all delivered on one unified platform, in the cloud. A summary of services and cost had been provided with the Agenda package.  After some discussion, the Board agreed, by consensus, to have the DM pursue the described service and implement it in a timely manner including online bill payment services. The Board also agreed that any charges related to the use of cards or EFTs would be borne by the PUD, and not passed on directly to the customer.
<b>7) OTHER NEW BUSINESS for BOARD CONSIDERATION</b>	
a) Board motion adopting SDAO Employee Handbook template as emergency replacement for current outdated SWLCWD/SWLCWPUD Employee Handbook	Director Tucker - Chair (Absent) requested that this item be referred to the March meeting or any Special Meeting prior to that date. He also requested that two Board members and the DM be appointed to review and, if necessary, revise the draft. Director Sherkow volunteered. It was suggested that Director Tucker be the other Board members for the review committee.
b) Board appointment of DM as Budget	Director Bacigalupo moved and Director Sherkow seconded approval. Motion passed unanimously.
<b>8) CORRESPONDENCE AND REPORTS</b>	
	none
<b>9) OTHER ITEMS OF INTEREST</b>	
	none
<b>10) EXECUTIVE SESSION</b>	
	Discussion about Director Hodges' status – no action resulted
<b>11) ADJOURNMENT</b>	
	Director Sherkow moved and Director Bacigalupo seconded approval. Motion passed.

*Harold J. Sherkow, President* 17 Nov 2021  
*Public Sherkow, secretary* 2/17/21