



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



**BOARD OF DIRECTORS MEETING
AGENDA**

17 March 2021 – Following Water District Meeting 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 21-2, SWLCWPUD Board Members Operational Service in Absence of District Manager, See attached
 - b) Adoption of resolution 21-2, Issuance and Use of Credit Cards for SWLCWPUD Purchases, See attached
 - c) Adoption of resolution 21-3, SWLCWPUD Employees Serving as Board of Director Members, See attached
- 5) **DISTRICT MANAGER'S REPORT**
 - a) Billing system Rebuild
 - b) Filter Tank Rehab and Filter Media Replacement
 - c) Vehicles – 2 new trucks
 - d) Payroll process
 - e) Phone and Internet upgrade Spectrum Business
 - f) 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 - b) Board motion adopting SDAO Employee Handbook template as emergency replacement for current outdated SWLCWD/SWLCWPUD Employee Handbook
- 7) **OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) Proposed Press Release regarding Gary Hodges retirement from the SWLCWD Board of Commissioners and the SWLCWPUD Board of Directors.
- 8) **CORRESPONDENCE AND REPORTS**
- 9) **OTHER ITEMS OF INTEREST**
- 10) **ADJOURNMENT**

March 17, 2021

**SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S
UTILITY DISTRICT (SWLCWPUD) 7740 HIGHWAY 101 NORTH, YACHATS, OR - PO BOX 368, WALDPORT,
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BOARD OF DIRECTORS MEETING


17 March 2021 - 10:15 AM

1) REGULAR MEETING CALL TO ORDER	Meeting was called to order by Director Tucker – President at 10:15 AM
a) Determine Quorum Present	Directors Tucker, Cuellar, Bacigalupo, and Sherkow were present
b) Conflict of Interest Declarations	None stated.
c) Agenda Changes and Agenda Approval – Action Item	Several changes were requested and agreed upon – Water Rights (see new Item #5g); Water Rates (see new Item #5h); Appointment of Larry Anthony to fill the Board vacancy due to the resignation of Director Gary Hodges (see new Item #6c); and Correction to the titles for #4b – Resolution 21-3, and #4c – Resolution 21-4
d) Note Guests Present	Larry Anthony and Bill Turner (both Commissioners for the SWLCWD)
e) Review and Approval of Previous Minutes – Action Item	Director Cuellar moved and Director Bacigalupo seconded approval of February Minutes and change of Meeting Minutes format (as illustrated for the February 2021 Minutes). Motion passed.
2) PUBLIC INPUT –Public Input (limited to 5 minutes per speaker)	No members of the general public were present.
3) TREASURER'S REPORT	
a) Review and Approval of Disbursements – Action Item	List of Disbursements were not received by the Board, and thus, not acted upon.
b) Monthly Financial Report – Action Item	Director Sherkow moved approval with a note of concern and Director Bacigalupo seconded approval. The note of concern was that the former Field Supervisor's pay was being listed in the Financial Report on the DM's salary line. Director Sherkow said that his salary should have listed, as before, on the salary line pertaining to his official position. By consensus, the Board agreed to revising the financial statements, and asked the Treasurer to request that the accountant make the revision. Motion passed.
c) Treasurer Report/Update	<p>The Treasurer updated the Board on the overall revenue picture, including about \$150,000 in the Columbia Bank checking account and \$638,000 in the Local Government Investment Pool (LGIP or pool), and that revenue was increasing as past water bills were being brought up to date and payments being made. He envisioned a further transfer to the LGIP in April.</p> <p>The Treasurer discussed having sufficient funds in the account that the Water District uses to make the annual bond payment for the USDA loan. The loan agreement calls for 1/12th of the annual payment to be placed in the payer account each month. The Treasurer stated that he would ensure sufficient funds are in the account.</p> <p>The Treasurer discovered an active retirement account provided by Nationwide Retirement. This may pertain to employees under the Water District. Director Bacigalupo said that he will investigate further and provide additional findings.</p>


4) RESOLUTIONS	
a) Adoption of Resolution 21-2, SWLCWPUD Board Members Operational Service in Absence of District Manager	President Tucker introduced the subject and said that he had conferred with Legal Counsel about the matter. Director Bacigalupo moved approval and Director Sherkow seconded the motion. Motion passed unanimously.
b) Adoption of Resolution 21-3, Issuance and Use of Credit Cards for SWLCWPUD Purchases	The Board had a general discussion about the Resolution. Director Sherkow suggested that, in the absence of the Treasurer, the President or Vice-President could review the credit card statement. Director Cuellar suggested that the expense had already been incurred by that time and that such a review should not hold up the prompt payment of the balance. After some further discussion, the Board decided to remove the second sentence in the "Therefore" paragraph ("Each month's card transactions billing summary requires review by and approval of the Board Treasurer before payment.") from the Resolution. Director Bacigalupo moved approval as amended (<i>removal of 2nd sentence in "Therefore" paragraph</i>) and Director Sherkow seconded the motion. Motion passed unanimously.
c) Adoption of Resolution 21-4, SWLCWPUD Employees Serving as Board of Director Members	President Tucker introduced the subject and said that this action was required by ORS Chapter 198 — "Special Districts Generally". Director Bacigalupo moved approval and Director Sherkow seconded the motion. Motion passed unanimously.
5) DISTRICT MANAGER'S REPORT	
a) Billing system rebuild	DM Anderson reviewed the status of the billing system. More errors were discovered and some rate codes were entered in error for some larger meters. A spreadsheet for some accounts has been created. He said that almost all accounts are update-to-date, but a limited number of accounts may never be 100% correct, especially if the customer has an indeterminate or undocumented credit associated with the account. Most auto-pay customers have not been charged recently and staff is calling them individually. Staff is now sending out Route 2 bills for February. The new billing system is now being loaded with data, and may be available in a month or two with true auto-pay features for customers.
b) Filter tank rehab and filter media replacement	DM Anderson discussed the status of the filter tanks at the water plant. Because there is about a foot of concrete at the base of the tanks, it is not likely that a significant leakage will occur from the corrosive area at the foot of the tanks. He is exploring applying an epoxy around the tank bases. An additional filter will be added (increasing the total to 3) with one filter being used as a standby for activation during maintenance on one of the other two. Director Sherkow encouraged the DM and Board to prepare itself for new potential infrastructure funding availability from the Federal government. A general discussion ensued. He encouraged the DM to contact the civil engineer that did the Master Plan in order to ensure that the District had projects ready for outside funding, should that occur. Director Sherkow also

	encouraged the DM to prepare for a capital improvement program to be included in the annual budget process and that there were only a few months left to prepare for such.
c) Vehicles – 2 new trucks	DM Anderson said that he would secure several quotes for two new trucks, probably Ford Rangers. He also intended to use the existing heavy-duty truck as a “haul truck” in order to move the bobcat.
d) Payroll process	DM Anderson stated that the new payroll processing system was now in place and that the next payroll checks should be direct deposit.
e) Phone and Internet Upgrade – Spectrum Business	A new phone system and internet connection should be finalized by March 18.
f) Office Security –Selected IconiPro Security & Alarm	DM Anderson stated that the IconiPro System Alarm service will be operational by March 18, dependent on the phone system being finalized for the PUD office. Director Cuellar suggested that a \$5,000 security grant could be applied for from SDAO with a 50% matching requirement for future security work at District facilities.
g) Water Rights	DM Anderson said that there was nothing new to report and that he would continue to deal with the issue.
h) Water Rates	DM Anderson stated that this was an issue for possible action by the Board in the future. The issue was to ensure that water usage billing credits and delinquencies be attached to the property, and that refunds should not be made in the case of billing credits, and that any delinquencies would be the responsibility of the new owner if the property changes hands.
6) OTHER OLD BUSINESS for BOARD CONSIDERATION	
a) Board motion to approve starting the hiring process for a new field crew member	DM Anderson said that he would get more information to the Board concerning a job description and pay rate for this position.
b) Board motion adopting SDAO Employee Handbook template as emergency replacement for current outdated SWLCWD/SWLCWPUD Employee Handbook	President Tucker said that he has gone through the draft as commented upon by Director Sherkow and DM Anderson. President Tucker believed there needed to be a general statement in the Handbook stating that if there was a conflict between the language in Handbook and Federal/State/Local law/regulations that the laws and/or regulations would apply and supersede the Handbook provision. There was general agreement about this direction. President Tucker suggested a meeting with Director Sherkow and the DM to finalize the Handbook for Board review and approval. President Tucker also recommended three immediate changes to the existing Handbook: 1) Removal of language concerning Family and Medical Leave Act (FMLA) because the District has fewer than 50 employees; 2) Correction of the employee Overtime provisions to align with Oregon Bureau of Labor & Industries (BOLI) standards; and 3) Removal of language concerning Oregon Family Leave Act (OFLA) because the District has fewer than 25 employees. Director Cuellar made a motion to make the immediate changes to the Handbook (noted above), and Director Bacigalupo seconded the motion. Motion was approved.
c) Appointment of Larry Anthony as PUD Director to fill Subdivision 3 Vacancy	President Tucker moved that Larry Anthony be appointed to fill the vacancy in Subdivision 3 created by the resignation of Director Hodges. The term expires in Jan. 2023. Director Sherkow seconded the motion. Motion was approved.

7) OTHER NEW BUSINESS for BOARD CONSIDERATION	
a) Proposed Press Release regarding Gary Hodges retirement from the SWLCWD Board of Commissioners and the SWLCWPUD Board of Directors.	President Tucker opened the discussion by offering his draft press release for review by the Board, and noted the long service provided by Director Hodges on the Water District and PUD Boards. The consensus was the President transmit the release to the local media.
8) CORRESPONDENCE AND REPORTS	none
9) OTHER ITEMS OF INTEREST	President Tucker said he would send a "Thank You" letter to Director Hodges for his years of service to the District. President Tucker stated that Bond Surcharge payments prepaid by properties (73) should be reviewed to ensure those customers and no other customer who had paid a System Development charge was being incorrectly still charged a Bond Surcharge in their billing. President Tucker also reminded the DM of the need to assure the SDC fees met the methodology required by applicable ORS's.
10) EXECUTIVE SESSION	none
11) ADJOURNMENT	Director Cuellar made a motion to adjourn, and Director Bacigalupo seconded the motion. Motion was approved.


Donald Tucker, Director Subdivision 5, Board President

Date 21 April 2021


Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 4/21/21