



**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
19 May 2021 – 12:00 PM**

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) No Resolutions noted
- 5) **DISTRICT MANAGER'S REPORT**
 - a) Billing system Rebuild and Revenue Collection
 - b) Vehicles – 2 new trucks
 - c) Water Rights
 - d) Office Staff Temporary Hire
 - e) DRC Certifications
 - f) Water Resources and Drought preparation
 - g) Civil West FEMA project
 - h) Civil West Project Scope
- 6) **OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a) Retirement/Service Bonus Discussion Continuation
 - b) Bond Surcharge and System Development
- 7) **EXECUTIVE SESSION**
- 8) **OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) End of Probation for the DM
- 9) **CORRESPONDENCE AND REPORTS**
- 10) **OTHER ITEMS OF INTEREST**
- 11) **ADJOURNMENT**

May 19, 2021

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**BOARD OF DIRECTORS MEETING
19 May 2021 - 12:35 PM****


1) REGULAR MEETING CALL TO ORDER	Meeting was called to order by President Tucker at 12:35 PM
a) Determine Quorum Present	President Tucker, Vice President Cuellar, Director Bacigalupo, Director Anthony, and Director Sherkow. Director Sherkow departed at 1:20 PM.
b) Conflict of Interest Declarations	None stated.
c) Agenda Changes and Agenda Approval – Action Item	Due to limited time available by Director Sherkow, Vice President Cuellar moved that the Board move the planned Executive Session (#7 on the agenda) to #3. Director Sherkow suggested a new item be included and made #4 on the agenda; Employee Handbook.
d) Note Guests Present	none
e) Review and Approval of Previous Minutes – Action Item	Director Anthony moved and Vice President Cuellar seconded approval of April Minutes. Motion passed.
2) PUBLIC INPUT –Public Input (limited to 5 minutes per speaker)	No members of the general public were present.
3) EXECUTIVE SESSION	The Board met in Executive Session considering the evaluation of the District Manager during his probationary period and determine if a change in his employment status was warranted.
3A) OTHER NEW BUSINESS for BOARD CONSIDERATION	<p>Director Sherkow moved that Mr. Tui Anderson be permanently appointed District Manager, his probationary period be satisfactorily concluded, his salary be increased as outlined in the Employment Agreement, that his name be added as an agent/signatory to the District's bank accounts, and that he be thanked for a job well-done during his first three months. Seconded by Director Anthony. Passed unanimously.</p> <p>President Tucker added his personal thanks to DM Anderson for a good job. Some discussion was undertaken about the difficulty of the DM to find suitable housing nearby.</p>
4) EMPLOYEE HANDBOOK	<p>President Tucker, Director Sherkow and DM Anderson have been working on the new Employee Handbook for SWLCWPUD. After a brief discussion, Director Sherkow moved that the new Handbook be adopted with immediate effect, and any slight revisions or corrections be made within 60 days. Vice President Cuellar seconded the motion. Approved unanimously.</p> <p>DM Anderson will distribute copies of the adopted Handbook to employees and Board members.</p>
5) 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	DM Anderson mentioned large amount of payments being received and processed as a result of the rebuild of the billing system.
c) Treasurer Report/Update	Director Bacigalupo said that he will add DM Anderson to Columbia Bank accounts.

	<p>President Tucker said that a copy of the Disbursements will be made to the Board.</p> <p>Nationwide Retirement Account – Director Bacigalupo has not had time to pursue this matter. He will clarify the account and work to remove the PUD from the Nationwide account.</p> <p>Bonding – Director Bacigalupo has not had time to pursue this matter.</p> <p>Director Bacigalupo will not attend the next meeting.</p>
6) RESOLUTIONS	none
7) DISTRICT MANAGER’S REPORT	
a) Billing system Rebuild and Revenue Collection	DM Anderson stated that the PUD is on track to recover from the billing system computer failure with minimal financial loss.
b) Vehicles – 2 new trucks	DM Anderson is pursuing purchasing (2) replacement pickup truck before the end of the FY.
c) Water Rights	The pending water right issue for Vingie Creek is moving forward at the Water Resources Department. Public comment period will open in the next month or two. There is no action required from the PUD at this point.
d) Office Staff Temporary Hire	DM Anderson has hired temporary office help. This project is complete.
e) DRC Certifications	DM Anderson has received his reciprocity from Idaho, where he has a Distribution level 3. He will contact the State to transfer the Water Distribution DRC to him. The DM will also request the Water Treatment DRC be transferred to Barry. The DM will also discuss the lack of staff holding the Filtration endorsement. Barry will be taking his Treatment Level 3 test soon, not scheduled yet, to cover the Filtration endorsement.
f) Water Resources and Drought preparation	DM Anderson said that streams are very low for this time of year, yet the PUD is still in good shape concerning water supplies.
g) Civil West FEMA project	<p>DM Anderson and Civil West are working on FEMA project funding scope to include: AC water main replacement, seismic valves – Valves which will automatically shut during an earthquake, upgrade communication and SCADA controls to not rely upon physical phone lines, and concrete water tank replacement.</p> <p>President Tucker recommended enquiring about funding for streamflow measurements. He also requested providing the Board with the opportunity to take a system tour, and the DM agreed.</p>
h) Civil West Project Scope	DM Anderson will work with the consultant on additional projects, including replacement lines and others.
8) OTHER OLD BUSINESS for BOARD CONSIDERATION	


BOARD OF DIRECTORS MEETING

19 May 2021 - 12:35 PM

a) Retirement/Service Bonus Discussion Continuation	After a brief discussion about this subject, President Tucker moved that the PUD not have any retirement or longevity bonus program. Vice President Cuellar seconded. Motion approved unanimously.
b) Bond Surcharge and System Development	Vice President Cuellar mentioned there is a 90-day window to challenge the methodology for SDC calculations, and that this has long since passed. She said that she will work with the DM to review the PUD's SDC.
9) OTHER NEW BUSINESS for BOARD CONSIDERATION	none
10) CORRESPONDENCE AND REPORTS	none
11) OTHER ITEMS OF INTEREST	none
12) ADJOURNMENT	Director Anthony made a motion to adjourn, and Vice President Cuellar seconded the motion. Motion approved unanimously at 2:00 PM.


_____, Board President
Donald Tucker, Director Subdivision 5

Date _____


_____, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 6/16/21