



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



**BOARD OF DIRECTORS MEETING
AGENDA
15 September 2021 – 10:20 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 June and July Minutes – Action Item
 - f) Swear in Director Turner
- 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**
- 5) DISTRICT MANAGER'S REPORT**
 - a) Staff Vaccination Update
 - b) Employee Certification Status
 - c) Water Resources and Drought update
 - d) Water Emergency Mutual Aid Agreement
 - e) Water Rights Status
 - f) Forest Service Request Updated Draft
 - g) Update of Outstanding Projects
 - h) Employee Salary Review Process
- 6) OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a) Bank Check Signing Authority
 - b) System Development Charges
 - c) Facility Tour for Board Members
 - d) Leak Forgiveness Policy
 - e) Yachats Rural Fire Storage Agreement
- 7) OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) Rep. Gomberg's visit, October 4th, 2pm
 - b) Leak Forgiveness request
- 8) CORRESPONDENCE AND REPORTS**
- 9) OTHER ITEMS OF INTEREST**
- 10) ADJOURNMENT**

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BOARD OF DIRECTORS MEETING

15 September 2021 – 10:15 AM


1) REGULAR MEETING CALL TO ORDER	President Tucker called the meeting to order on 10:13 AM
a) Determine Quorum Present	President Tucker deemed that a quorum was present: President Tucker, Vice President Cuellar, Director Anthony, Director Turner, and Director Sherkow
b) Conflict of Interest Declarations	None reported
c) Agenda Changes and Agenda Approval – Action Item	
d) Note Guests Present	<p>Guests: SWLCWD Directors Bacigalupo and Hurd, and Richard Buehrig</p> <p>While Mr. Buehrig was in attendance, President Tucker took up his leak forgiveness request. Mr Buehrig recounted his experience from an August 8, 2021 incident when a pipe broke on his side of the meter. He called the emergency number provided by SWLCWPUD but could not make contact or leave a message. The next morning, he was able to reach the office and request field personnel to attend the break. Field personnel turned off the water at the meter. Mr. Buehrig’s regular monthly water bill is usually about \$70, however, the break resulted in a bill for \$358. After a brief discussion, President Tucker suggested that DM Anderson to work with Mr. Buehrig on a fair settlement. Vice President Cuellar moved and Director Sherkow seconded a motion to have the DM work with the customer on a settlement, and that the emergency phone number be tested by field staff and the DM on a regular basis. Motion passed unanimously.</p> <p>DM said that field staff and he will test the number nightly. Director Turner mentioned that the extra water produced as a result of a leak does not cost the District much money and that the Board should take a <u>sympathetic position</u> on these cases.</p>
e) Review and Approval of August Minutes – Action Item	<p>Director Turner moved that the August Board minutes be approved. Vice President Cuellar seconded the motion. Motion passed unanimously.</p> <p>Director Turner expressed a desire to receive the Board minutes sooner in the following month. After a brief discussion, it was decided that Director Sherkow (Secretary) will circulate the draft minutes to President Tucker and DM Anderson within 10 days after the meeting for a first round of comments and corrections, thereafter Director Sherkow will update the draft minutes, if needed, and send them to the DM for <u>general circulation</u> to all Board members.</p>
f) Swear in Director Turner	President Tucker swore in Bill Turner as Board Director for Subdivision 2. [He was appointed to the Board at the August meeting.]
2) PUBLIC INPUT – Public Input (limited)	None


to 5 minutes per speaker)	
3) TREASURER'S REPORT	
a) Review and Approval of Disbursements – Action Item	<p>After a review of the Disbursements List, Director Sherkow suggested that as many expenses, like some of those on the monthly list, be made paid for via credit card, as opposed to writing checks. DM Anderson and past-PUD Treasurer Bacigalupo suggested that the credit card limit on the DM's card be raised. A brief discussion followed on this matter. President Tucker will work with DM Anderson on setting credit card limits. Director Sherkow made a motion to approve the August Disbursements List. Vice President Cuellar seconded the motion. Motion passed unanimously.</p>
b) Monthly Financial Report – Action Item	<p>Vice President Cuellar requested a clarification about line item #2191 (PERS – Deferred Inflows) in the Financial Statement. DM Anderson believed that this had to do with money associated with future employee retirements, but that he would check with the accountant.</p> <p>President Tucker expressed a desire to add an addition column on the financial statement that would note the “expense vs budget” (as an easier method to ascertain how well the District is doing in meeting the budget) of each line item. Director Turner, as the incoming Treasurer, stated that he would work with the financial data to create a better understanding of it for the Board, including charts and graphs. He suggested a working group of himself, Director Sherkow, and DM Anderson be tasked with this matter. Director Sherkow and the DM agreed.</p> <p>Director Sherkow mentioned that regular money transfers from PUD to the WD bank accounts should be made in order to fulfill requirements for the bond payments. Director Turner acknowledged that. Director Sherkow also stated that he was disappointed that this liability of the PUD to make such payments was not reflected on the financial statement, and that it, in his opinion, should be.</p> <p>DM Anderson noted that this bond payment should have been made part of the SWLCWPUD's Annual Budget, but was overlooked, and that a Budget Amendment should be made at the next meeting.</p> <p>Director Sherkow also noted that in order to meet the budget target for Water Sales (including Bond Surcharge), those revenues would have to average \$90,000 per month for the entire year, and that this might be difficult to do given historic trends. President Tucker discussed the Bond Surcharge matter and the need to ensure that this was paid by the appreciate customers and documented. He looked to DM Anderson and Director Turner to sort this matter out going forward.</p> <p>Director Turner stated his interest, at the October meeting, in providing an improved format for the next Budget cycle. Director Sherkow expressed a desire to have a multi-year budget for the Board to review, even if only a one-year budget was officially adopted, and that several issues will be facing the Board in the upcoming FY. These included higher inflation resulting in a higher COLA and other costs, and Salary adjustments discussed by the DM Anderson. President Tucker also mentioned the need for addition</p>

	<p>revenue required for capital projects.</p> <p>Director Turner recommended that, as the Bank signature card had to be updated, the DM also sign the card, and that a single-signature check be authorized for the DM to sign for amounts under a certain level. Director Turner suggested that this amount be set as \$5,000 per transaction. He made a motion to that effect. Vice President Cuellar stated that this was too high, in her opinion. After a brief discussion, Director Turner amended his motion to set the DM's single-signature check limit per check to \$500 (Five hundred dollars). Director Anthony seconded the motion. Motion passed unanimously.</p> <p>Director Sherkow moved that the August Financial Statement be approved. Vice President Cuellar seconded the motion. Motion passed unanimously.</p>
c) Treasurer Report/Update	None
4) RESOLUTIONS	None
5) DISTRICT MANAGER'S REPORT	
a) Staff Vaccination Update	DM Anderson stated that all staff members had had at least one shot.
b) Employee Certification Status	DM Anderson said that Barry was taking his Level 3 test that day.
c) Water Resources and Drought update	DM Anderson said that the streams were low but still producing adequate flows. The County Water Master recently visited the stream intakes. DM Anderson said that he intended to examine and update, as needed, the 2015 Water Conservation Master Plan.
d) Water Emergency Mutual Aid Agreement	Still waiting for comments from the City of Yachats.
e) Water Rights Status	Final Application for the Extension for Vingie Creek was finally approved by the Water Resources Department. This allows for 1 cfs to be drawn from this source, except for the month of July, when only 0.6 cfs can be drawn.
f) Forest Service Request Updated Draft	Draft comments from the Board were submitted.
g) Update of Outstanding Projects	<p>DM Anderson was about to advertise for a "System Integrator of Record" in order to produce a ranked list of qualified vendors to do SCADA work for the District over a multi-year basis. He also noted that there was a SCADA failure at the Treatment Plant and that a vendor had to reinstall the plant software.</p> <p>Work continues on the projects that would target FEMA funding. This would include Route 1 meter replacements with those having radio heads for future AMR capability. After some question arose by Board members about AMR vs. AMI systems, DM Anderson stated that a full-AMI system may not be a money-saver due to the cost associated with troubleshooting problems at the meters, and that a potential hybrid system could be explored in the future.</p>
h) Employee Salary Review Process	DM Anderson noted that he and President Tucker were to work together on this matter and bring the results back to the Board at a future date.
6) OTHER OLD BUSINESS for BOARD CONSIDERATION	

a) Bank Check Signing Authority	See Item #3b
b) System Development Charges	Vice President Cuellar and DM Anderson will work together on this matter. It was noted that SDCs were controlled by State law, and that it was possible that there would be a Bond Surcharge impact. DM Anderson used an example of a property being sold and a new owner having liability for such payments. Vice President Cuellar raised the question about who should pay and when.
c) Facility Tour for Board Members	After some discussion, it was determined that the Board tour would be spread over 2 weeks (Sept. 22 and 29). The Board would particularly view the intake areas.
d) Leak Forgiveness Policy	DM distributed a Leak Forgiveness Policy. President Tucker expressed reservation about such a policy and said that he was not in favor of such adjustments. Director Turner mentioned that it does not cost the District much to produce water and that the marginal cost was low. After some discussion, Director Sherkow moved that draft policy be adopted and posted on the website as appropriate. Vice President Cuellar seconded the motion. Motion passed unanimously.
e) Yachats Rural Fire Storage Agreement	Waiting for input from SDS about insurance issues.
7) OTHER NEW BUSINESS for BOARD CONSIDERATION	
a) Rep. Gomberg's visit, October 4th, 2 PM	<p>Director Sherkow produced a short PowerPoint slide show to be used during Rep. Gomberg's visit as a catalyst for discussion. Vice President Cuellar wanted to know what projects were ready to go forward for funding. Director Sherkow responded that Master Plan – Priority 1 project could be a starting point, but it could be modified, and that we should hear what Rep. Gomberg thinks is possible for funding.</p> <p>Director Sherkow offered to refine the draft PowerPoint slides and forward them to DM Anderson where he would modify them and distribute them to the full Board for comment.</p>
b) Leak Forgiveness request	The case on Mr. Ted Miller, who wrote the Board about his leak incident, was discussed. The leak occurred during May 2014 resulting in a bill for \$1,600. He is now paying off that amount at a sum of \$5 per month. He asked the Board to settle the outstanding amount for an additional payment of \$500. Director Sherkow moved that Mr. Miller's outstanding amount due be settled for an additional \$500. Vice President Cuellar seconded the motion. Motion passed unanimously.
8) CORRESPONDENCE AND REPORTS	
	None
9) OTHER ITEMS OF INTEREST	
	<p>Director Sherkow asked that a US flag be secured and displayed in the conference room. After general agreement by Board members, DM Anderson said that he would handle it.</p> <p>Director Sherkow also briefed the Board on possible redistricting scenarios being discussed by the Legislature and which may change the District's Member of Congress. He encouraged Board members to stay current on the matter.</p>

	He also wanted the Board to know that he was seeing electric usage data for the District as part of the research for the Alternative Energy working group.
10) ADJOURNMENT	Motion by Director Anthony, seconded by Director Sherkow to adjourn the meeting at 12:30 PM. Motion approved unanimously.


_____, Board President
Donald Tucker, Director Subdivision 5
Date 17 Nov 2021


_____, Board Secretary
Franklin Sherkow, Director Subdivision 4
Date 11/17/21