



**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
541-547-3315**



**BOARD OF DIRECTORS MEETING
AGENDA
20 October 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 August and September 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**
- 5) DISTRICT MANAGER'S REPORT**
 - a) Billing System Update Status
 - b) Truck Purchase Status
 - c) Water Production Cost
 - d) Employee Certification Status
 - e) Update of Outstanding Projects
 - f) Water Resources and Drought update
 - g) Water Emergency Mutual Aid Agreement
 - h) Forest Service Letter
 - i) Employee Salary Review Process
- 6) OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a) Legislative Outreach Status
 - b) Bank Check Signing Authority
 - c) System Development Charges
 - d) Yachats Rural Fire Storage Agreement
- 7) OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) New SWLCWPUD website
 - b) New Water Application for Property Owner and Tenant
 - c) Updated Rules and Regulations draft
 - d) Re-instating door hangers, late fees, and shut off
 - e) New Federal Holiday
- 8) CORRESPONDENCE AND REPORTS**
- 9) OTHER ITEMS OF INTEREST**
- 10) ADJOURNMENT**

October 20, 2021


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BOARD OF DIRECTORS MEETING
20 October 2021 – 10:00 AM

1) REGULAR MEETING CALL TO ORDER a) Determine Quorum Present	President Tucker called the meeting to order at 10:02 AM. President Tucker deemed that a quorum was present: President Tucker, Vice President Cuellar, Director Anthony, and Director Sherkow
b) Conflict of Interest Declarations	None reported
c) Agenda Changes and Agenda Approval – Action Item	Leak forgiveness case under New Business. Late Fee under New Business. Email System under Director's Report.
d) Note Guests Present	None
e) Review and Approval of September Minutes – Action Item	Director Anthony moved adoption of the September PUD Board meeting minutes. Vice President Cuellar seconded the motion. Motion passed unanimously.
2) PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	None
3) TREASURER'S REPORT a) Review and Approval of Disbursements – Action Item	President Tucker questioned an item for Walmart where an item was returned but the disbursement list showed the item as an expenditure. DM Anderson said he would look into it. President Tucker asked if the payment to Civil West was the final payment. DM Anderson replied that work was ongoing, and this was not the final payment. Director Sherkow moved the approval of the Disbursement List. Vice President Cuellar seconded the motion. Motion passed unanimously.
b) Monthly Financial Report – Action Item	Director Sherkow asked that DM Anderson follow up with the accountant to show a Liability of PUD related to its pledge to transfer money to the Water District (WD) to make payments to cover the Loan payment toward the Bond. This might also be reflected as an asset on the Financial Report of the Water District. Vice President Cuellar asked for clarification related to the PERS Deferred Inflows Liability. She wanted to make sure that money was being properly set aside for past and future PERS payments. This covers line items #2191 and possibly #1600. DM Anderson said he would get clarification from the accountant. Director Sherkow moved the approval of the Monthly Financial Statement. Director Anthony seconded the motion. Motion passed unanimously.
c) Treasurer Report/Update	Director Sherkow wanted to ensure that proper transfers were being made from the PUD to the WD for the next Loan payment toward the Bond (December). DM Anderson said that he planned to make a transfer in the upcoming week. Director Sherkow also provided data about the US inflation rate and wanted the Board to be aware of possible COLA and other financial implications for next year's budget process.
4) RESOLUTIONS	None

5) DISTRICT MANAGER'S REPORT a) Systems Development Charges status	DM Anderson briefed the Board and said that the PUD is collecting sufficient funds to cover the Loan payment toward the Bonds.
b) Billing System Update Status	DM Anderson said that there are ~430 customers signed for the online portal payment. Since the last update, three new service requests were applied for.
c) Truck Purchase Status	DM Anderson said that the government price for the trucks is ~\$5,000 below the retail price, and he intended to order two Ford Rangers. He is also holding off replacing the big truck, and might keep the existing large truck after it's replaced in the future.
d) Water Production Cost	DM Anderson said that he was still working on this matter. He also wanted to work on System Standards.
e) Employee Certification Status	The current plant operator did not pass the certification exam, but will try again. He will attend a training session. The Lead Distribution staff member might take the exam in order to get Distribution and Treatment certificates at Level II. The Board also discussed the possibility of creating incentives for staff to gain certificate levels beyond that required for their current positions. The DM noted that the PUD must have staff with one Level II Treatment plus a Filtration Endorsement or one Level III Treatment, and one Level II Distribution certificate. The Board also discussed the benefits of higher certificate ratings, cross-training, and mutual-aid inter-relationships.
f) Update of Outstanding Projects	DM Anderson noted that progress was being made on a variety of project readiness for bid or installation.
g) Water Resources and Drought update	The beginning of the rainy season has eased immediate drought related issues.
h) Water Emergency Mutual Aid Agreement	No response from Yachats yet.
i) Forest Service Letter	No response from the US Forest Service yet.
j) Employee Salary Review Process	DM Anderson and President Tucker to meet and discuss.
k) Email System	The email system will soon transition to Microsoft Outlook.
6) OTHER OLD BUSINESS for BOARD CONSIDERATION a) Legislative Outreach Status	<p>Vice President Cuellar mentioned that Safety & Security Grants Program had an application deadline approaching in mid-November. These grants were usually \$10-20 thousand with 50% local matching requirement.</p> <p>Director Sherkow briefed the Board on conversations and emails with the Governor's Office Representation Sarah Means. The Master Plan and PowerPoint presentation to Rep. Gomborg were transmitted to her. A follow-up meeting with Ms. Means and Ms. Melissa Murphy (Regional Development Officer for Business Oregon) has been requested by Ms. Murphy. President Tucker asked DM to set up a meeting with Civil West to firm up the project list and status. He noted that this would be open to all Board members, and therefore, should be a Special Meeting of the Board and open to the public. DM was asked to get some alternative dates for such a meeting.</p>
b) Bank Check Signing Authority	DM will get the bank signing document for the checking account so that Board members can come by and sign it.
c) System Development Charges	DM Anderson explained that the Bond Surcharge is different and separate from the System Development Charges. About 1,000 customers that were in place at the time of the Bond issuance pay the monthly Bond Surcharge amounts. Newer customers and all these going forward paid/will pay a System Development Fee as a one-time fee. President Tucker noted that the Bond Surcharge Fees will continue for two years after the Loan is retired to back off the Bonds (representing ~\$256,000). He asked if this could be researched and for clarification (2-year period) and as to what this money could be used for (any restrictions).

d) Yachats Rural Fire Storage Agreement	Still waiting for input from SDIS about insurance. DM Anderson said that he will contact them again.
7) OTHER NEW BUSINESS for BOARD CONSIDERATION	DM Anderson announced the new SWLCWPUD website and asked the Board members to explore it and provide him with comments and suggestions.
a) New SWLCWPUD website	
b) New Water Application for Property Owner and Tenant	An explain Water Service Application form and Renters Application form were provided for discussion. President Tucker expressed his opinion that the forms should be "simpler and cleaner". Director Sherkow said that the final form should be made electronic, and that the PUD should reduce paper forms and records to the extent possible. President Tucker asked for additional input from Board members and for the DM to provide another draft.
c) Updated Rules and Regulations draft	DM Anderson to provide a draft with revisions.
d) Re-instating door hangers, late fees, and shut off	DM Anderson used a PowerPoint slideshow to review the current situation and possible changes. After some discussion, it was suggested that the revised "Late fees and shut offs" process begin on Jan. 1, 2022. Vice President Cuellar suggested that customers who have outstanding balances and come in to set up a payment plan should get current by the end of the third month, and a Late Fee be established at \$25 per month. It was agreed that late fees could be paid by check and credit cards in addition to cash. DM Anderson will return at the next meeting with a revised rule and procedure.
e) Federal Holiday	DM Anderson mentioned that there was a new Federal Holiday (June 19) and asked if the Board wanted to change the holiday list for the PUD, which could affect employees' benefits and office operations. After a brief discussion, the Board consensus was to keep the current holiday list as it currently exists.
f) Leak Forgiveness Case	DM Anderson presented the case of Ms. Carol Davis court and an accompanying letter from the customer explaining her situation. After a brief discussion, Director Sherkow moved that the customer pay 50% of \$119.35. This amount was judged to be the amount related to the leak. President Tucker seconded the motion. Motion passed unanimously.
8) CORRESPONDENCE AND REPORTS	None
9) OTHER ITEMS OF INTEREST	None
10) ADJOURNMENT	Motion by Director Sherkow, seconded by Vice President Cuellar to adjourn the meeting at 12:20 PM. Motion approved unanimously.

 Board President
Donald Tucker, Director Subdivision 5

Date 12/15/21

 Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 12/15/21