



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



**BOARD OF DIRECTORS MEETING AGENDA
20 April 2022 – 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 March 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. RESOLUTION**
 - a. Budget Amendment: Engineering Costs
- 5. DISTRICT MANAGER'S REPORT**
 - a. Customers Count on Web Portal Update
 - b. Late Fees and Delinquent accounts
 - c. Water Production Cost
 - d. Staffing Update
 - e. Update of Outstanding Projects
 - f. Legislative Funding Requests
 - g. Energy Efficiency Measures for Blodgett WTP
- 6. OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a. Employee Costs
 - b. Leak Forgiveness
- 7. OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a. SWLCWPUD Property Reporting
 - b. Audit Review
 - c. Health Insurance Renewal
- 8. CORRESPONDENCE AND REPORTS**
- 9. OTHER ITEMS OF INTEREST**
- 10. EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(a) & (i).**
 - a. To consider the employment of a public officer, employee, staff member or individual agent.
 - b. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- 11. ADJOURNMENT**

April 11, 2022

SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
7740 HIGHWAY 101 NORTH, YACHATS, OR - PO BOX 368, WALDPORT, OR 97394-0368

www.swlcwpud.org

541-547-3315

BOARD OF DIRECTORS MEETING
20 April 2022 – 10:05 AM

1. REGULAR MEETING CALL TO ORDER	
a. Determine Quorum Present	President Cuellar called the meeting to order at 10:03 AM.
b. Conflict of Interest Declarations	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony, Director Tucker, Director Turner, and Director Sherkow
c. Agenda Changes and Agenda Approval – Action Item	New item #7d was added concerning Budget Committee and Regular Board Meetings schedule change. New item #6c was added to discuss Best Practices. Item #10 was changed from an Executive Session to a regular item concerning the District Manager’s performance and compensation.
d. Note Guests Present	None
e. Review and Approval of March Minutes – Action Item	Some errors were pointed out. Director Tucker moved adoption of the March PUD Board meeting minutes as amended. Director Turner 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	Director Turner noted that a number of checks that he signed were for amounts between \$500 and \$1,500, and that he believed that the DM should be given the authorization to sign these checks as the sole signatory. After a short discussion, Director Turner moved and Director Tucker seconded the change in authorization for the DM. Motion passed unanimously. Director Sherkow moved the approval of the Disbursement List for February and Director Tucker seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	After a discussion about the Financial Report, Director Sherkow restated his concern about the lack of a long-term liability for the pledge by the PUD to transfer money to the WD for repayment of the USDA loan. He handed out a schematic showing his concept of what was PUD and WD responsibilities were. The DM mentioned that having PUD staff handle the financial report was still in the works. The consensus was that this issue would be addressed in the upcoming FY. Director Sherkow made a motion to only approved the pages related to the General Revenue and Expenses and all pages thereafter. Vice President Anthony seconded the motion. Motion passed unanimously.
c. Treasurer Report/Update	Director Sherkow distributed a handout showing the latest CPI and PPI national data and noted the likely impact on next year’s budget for labor and materials costs. President Cuellar noted that the DM would answer all questions about the budget and that she believed that more time was needed for the Budget Committee to do its work. See Item #7d.

4. RESOLUTION	
a. No. 22-02 - Budget Amendment: Engineering Costs	Director Sherkow moved the adoption of Resolution No. 22-02, as amended, and Director Turner seconded. Director Rucker asked where the money was coming from to cover the budget amendment. DM Anderson replied that it was from the "Operating Contingency" budget line item #7020. Motion passed unanimously.
5. DISTRICT MANAGER'S REPORT	
a. Customers Count on Web Portal Update	DM Anderson said that there were about the same number of customers on the web portal as last month, and that staff was helping additional customers sign up. Director Sherkow encouraged staff to get the word out about using the Web portal via the monthly newsletter and other means.
b. Late Fees and Delinquent accounts	DM Anderson noted that one or two customers might have their meters pulled due to lack of response to previous communications about delinquent payments. The Billing Clerk (Kelli) reported on delinquent accounts and efforts to get them up to date. She suggested a late fee be added. President Cuellar asked that staff bring back a recommendation to the Board. DM Anderson said that he would work on it and that there were about 45 "door hangers" in process.
c. Water Production Cost	DM Anderson said that he was waiting for additional data.
d. Staffing Update	DM Anderson noted that Barry was resigning, and that Zack would take over as the Treatment Plant Operator. He would get tested for the Treatment 1 certification level. Rick (Yachats) was now a part-time employee and visiting the Treatment Plant on Fridays. The DM was seeking a replacement Lead Distribution Operator. The job was currently posted.
e. Update of Outstanding Projects	<ul style="list-style-type: none"> • BWTP – cleaning filter and media beads – in progress • BWTP – Rehab. under-drains, defusers, etc. - now have all parts needed • BWTP – SCADA computer, software, etc. – this will require most money • Dick's Fork WTP - SCADA computer, software, etc. – will follow BWTP • Upgrade other control systems – will follow • FEMA Grant Application – Not selected but might qualify for planning grant or project grant if others drop out. Will follow up with State staff to see what can be done. • Director Turner expressed his discomfort with the lack of a progress report from Civil West concerning their work versus the performance. Director Turner and the DM to work together on a prospective progress report form for Civil West and other consultants. • Truck delivery expected next month.
f. Legislative Funding Requests	Grant requests made to US House and US Senate with letters of support, as required.
g. Energy Efficiency Measures for Blodgett WTP	In progress.
6. OTHER OLD BUSINESS for BOARD CONSIDERATION	
a. Employee Costs	Director Tucker asked for data concerning the "loaded employee costs" including on-call costs and how it would impact total employee costs.
b. Leak Forgiveness	After a discussion about the water leak reported by Merrill Colton at 3431 SW Fernwood Lane, Director Sherkow suggested that the DM work with the customer on the invoiced amount and that the customer fix the "temporary connection." Director Turner seconded the motion. "Yes" – President Cuellar, Directors Sherkow and Director Turner. "No" – Vice President Anthony and Director Tucker. Motion passed 3 to 2.

c. Best Practices	Director Tucker mentioned that in order to receive a discount from premium paid that Board members would have to go through training.
7. OTHER NEW BUSINESS for BOARD CONSIDERATION	
a. SWLCPUD Property Reporting	Director Tucker said that he provided DM Anderson with a data concerning all property owned by the Water District. He suggested that the property parcels should be sorted to see which should be disposed of, and that the remaining property should be transferred to the PUD. He mentioned that this task was a relatively low-priority endeavor.
b. Audit Review	Hard-copies of the audit were distributed at the meeting. E-copies had previously been sent to Board members. President Cuellar suggested that the Board review the findings at the next meeting.
c. Health Insurance Renewal	DM Anderson noted that the health insurance cost for next year was slightly less and the deductible would be lowered.
d. Budget Committee Schedule	President Cuellar said that the Budget Committee would meet on May 18, 2022, and would likely be a lengthy meeting. The May PUD Board Meeting would be moved to May 25, 2022.
8. CORRESPONDENCE AND REPORTS	
9. OTHER ITEMS OF INTEREST	
10. DISTRICT MANAGER PERFORMANCE and COMPENSATION	<p>Director Tucker suggested that, at some time in the future, water service covering Yachats, Waldport and the PUD service area might be consolidated. Director Sherkow noted his concern that the water rights assigned to the PUD would be controlled by the two cities, and that this would be a major problem.</p> <p>Director Tucker Asked if the PUD should have emergency fuel storage at the Blodgett facility. DM noted that this might require USFS permission.</p> <p>Director Tucker noted his ongoing difficulties with the PUD email system. Two other Board members noted similar problems. Director Sherkow asked the DM to have the IT consultant work individually with those having problems to resolve them.</p> <p>Director Tucker reported a conversation with the County Clerk who requested that the PUD convene a Redistricting Committee and address subdivision boundaries for the next decade based on the latest census data.</p>
11. BUDGET COMMITTEE MEMBER	Director Turner moved that Bill Gulacy be added to the Budget Committee. President Cuellar seconded the motion. Motion passed unanimously.

12. ADJOURNMENT	Director Sherkow moved that the meeting be adjourned. Seconded by Vice President Anthony. Motion passed unanimously. Meeting closed at 12:36 PM

Roxy Cuellar, Board President
Roxy Cuellar, Director Subdivision 1

Date 5/25/22

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 5/25/22