



**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
15 October 2024 – 10:00 AM**

The regular meeting will be held at the 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 September Meeting 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. MANAGERS REPORT**
 - a. Service Charges and Billing System
 - b. Yachats Supplemental Water
 - c. Valve Bolt Project Presentation
 - d. Lincoln County ARPA Grant
- 5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Emergency Preparedness
- 6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. PUD Boundaries
 - b. Waterline Project
 - c. Buildout Analysis
 - d. Lead Service Line Inventory
- 7. CORRESPONDENCE AND REPORTS**
- 8. OTHER ITEMS OF INTEREST**
- 9. ADJOURNMENT**

All regular and special meetings are open to the public. Contact the office to attend remotely or for assistance.

Oct 8, 2024

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
15 October 2024 – 10:00 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:00 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Director Sommer, Director Tucker and Director Sherkow. PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier, were also present. Vice President Anthony was excused due to a medical condition.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar requested that a new item be added in section #5 related to possible services that could be provided by the former DM. Director Sherkow asked that an update be provided concerning the Employee Status from the last meeting. He also asked that an item be added about small grant programs. Director Sherkow moved, seconded by Director Sommer, that the agenda be approved as amended. Motion passed unanimously.
d. Note Guests Present	Bill Turner (past PUD Director and WD Commissioner)
e. Review and Approval of September Meeting and the September Executive Session Minutes – Action Item	Two typos were identified in the September Board Meeting Minutes. Director Sommer moved the approval of the minutes as amended. Director Tucker seconded the motion. Director Sommer moved the approval of the September Executive Session Minutes and seconded by Director Tucker. Motion passed unanimously.
2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	Mr. Turner reported that Vice President Anthony was recovering and expected to attend the meeting in November. President Cuellar said that she would talk with Vice President Anthony.
3. TREASURER’S REPORT	
a. Review and Approval of Disbursements – Action Item	Several items were discussed. Director Sherkow moved the approval of the September Disbursements. The motion was seconded by Director Sommer. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Angela briefed the Board on the financial report. Director Sherkow moved the approval of the September Financial Report. The motion was seconded by Director Sommer. Motion passed unanimously.
c. Treasurer Report/Update	Angela reported talking with the auditor on the audit progress which is near completion. She also briefed the Board on the Cash Flow Projection.
4. MANAGERS REPORT	
a. Service Charges and Billing System	Angela noted that the CUSI Contract (new billing firm) was signed and the new system was expected to “go live” by the end of the year. The same customer account numbers will be kept for the new system. It is yet to be determined if customers will have to re-register for the auto-pay feature. She will follow up on this issue so that customers can be informed prior to the new system’s implementation.
b. Yachats Supplemental Water	Zach reported that on October 1, 2024, the water connection from the PUD to the City of Yachats was tested, transferring 23,000 gallons of water over 1½ hours. It was a successful test and had no significant impact on the PUD water storage or distribution system. The opening and closing of the valves were done manually without problems. A bill will be sent to the City this week (\$10,000).

<p>c. Valve Bolt Project Presentation</p>	<p>Angela presented a PowerPoint slide show detailing the valve replacement project and background information. The final payment to the contractor was still to be made. There was some discussion to ensure that the project information was transferred into the PUD GIS. Board members were also interested in additional location where substandard bolts might have been installed several decades ago. Zach said that staff was investigating that possibility. Director Sherkow asked that the presentation be available to the public via the PUD website.</p> <p>Staff also noted progress on the final part of the project which is the PRV replacements by Cascade Waterworks expected in November.</p>
<p>d. Lincoln County ARPA Grant</p>	<p>Angela reviewed the grant proceeds against the vendor estimates. She recommended to the Board that the proceeds be used to fund the replacement roof at the Water Treatment Plant and all of the security items previously discussed, including cameras. She advised that replacing the roof at the maintenance building would put the project over budget and that the roof was still in great shape. This might result in approximately \$13,000 in unallocated funds from the grant. Angela was tasked with the effort to see if the County will allow the expenditure of the funds on such items as safety ladders, and/or fire hydrants.</p>
<p>e. Employee Status</p>	<p>Angela reported that she had received a doctor's letter and brought in an on-call employee for a few hours. The on-call staff member might be more intensively engaged as the new billing system comes on line. No other action was recommended at this time.</p> <p>Director Sherkow noted his concern about adequate backup for administrative functions. Zach noted that he was actively recruiting for one entry-level field position and that several staff members were preparing for testing to obtain certification levels needed by PUD. Zach noted that he has requested information about the possibility of being tested earlier than specified by the State.</p>
<p>5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Emergency Preparedness</p>	<p>Director Sherkow noted the current emergencies in the southeast section of the US, and asked that staff conduct a review of the Emergency Plan, and recommend any changes. He also recommended that staff investigate the purchase of one or two Starlink receivers, noting the possibility of internet signal loss during an emergency. Director Tucker asked that the existing microwave system be looked at for possible internet connectivity.</p>
<p>b. Water Utility App LLC</p>	<p>President Cuellar said that she talked with Mr. Tui Anderson (former PUD DM) about his business services. After a brief Board discussion, it was decided that staff should ask Mr. Anderson for his business materials and consider his firm for future opportunities.</p>
<p>c. Small Grant Programs</p>	<p>Director Sherkow suggested that staff be delegated to pursue small grant applications if the submittal deadlines fall between Board meetings. There was a general consensus that staff had that authorization.</p>
<p>6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. PUD Boundaries</p>	<p>Angela talked with Gary Nyhus' firm and found that they do not conduct reviews of annexation documents in the PUD files. She was in discussion with County staff about the matter. The issue would be updated at future meetings.</p>
<p>b. Waterline Project</p>	<p>Director Sherkow reported that the contract had been signed and work by Civil West was just beginning. Zach reported that a field review had been done. Director Sherkow said that he would be working with Civil West on a progress report/invoice</p>

	form.
c. Buildout Analysis	Director Sherkow noted that staff had tasked Civil West with a small work order to transfer the County data (buildable, septic denied, and unbuildable) into the PUD GIS. He anticipated that Civil West might have something to share for the next Board meeting and asked that a spot on the agenda be held open for that possible presentation. Director Tucker handed out a list of how County zoning designations could translate into maximum lot development. Staff was asked to get that list to Civil West.
d. Lead Service Line Inventory	Zach reported that of the 109-sample size of pre-1985 structures, only 13 remained to be surveyed. Of those surveyed to date, only 1 customer had a copper line on the customer-side of the meter. The data was due to the OHA on October 16, 2024, and staff expected to meet that deadline. After some discussion, Director Sherkow suggested that a large note be included on the first page of the material given to people considering building a new house/building. The note would recommend that a water shut-off valve be installed at the new structure for the convenience of the customer or tenant.
7. CORRESPONDENCE AND REPORTS	None
8. OTHER ITEMS OF INTEREST	Director Tucker gave staff data collected from other water utilities about salaries and other information. Staff was asked to review the data to see how the PUD paid ranges compared. Director Sherkow asked that staff make a list of all possible employment positions (even if no one is filling that position – ex. Billing Clerk I and Billing Clerk II). Eventually, a detailed job description would have to be produced for all positions including required credentials. Angela said that the State has developed training for public meetings and she intended to take the training. The question was asked about the obligation of Board members to take the training course. Angela said that she would find out.
9. ADJOURNMENT	President Cuellar adjourned the meeting at 11:50 AM.

Roxie Cuellar, Board President
 Roxie Cuellar, Director Subdivision 1

Date 1/21/25

Franklin Sherkow, Board Secretary
 Franklin Sherkow, Director Subdivision 4

Date 1/21/25

