



**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 August 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 July Meeting Minutes – Action Item
- 2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 3. DISCUSSION WITH LEGAL COUNSEL**
 - a. Waterline Project: Engineering Contract
- 4. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 5. Resolution 25-01 Budget Amendment**
- 6. MANAGERS REPORT**
 - a. Finance Service Truck
 - b. Water Rates and Billing System
 - c. Animal Shelter
- 7. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Email from Dann Cutter
- 8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Rate Increase on Service Charges
- 9. CORRESPONDENCE AND REPORTS**
- 10. OTHER ITEMS OF INTEREST**
- 11. ADJOURNMENT**

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

Aug 13, 2024

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

www.swlcwpud.org

541-547-3315

BOARD OF DIRECTORS MEETING
20 August 2024 – 10:00 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:15 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Director Sommer, and Director Sherkow. PUD Manager, Ms. Angela Vogl, was also present. Vice President Anthony and Director Tucker were excused for medical reasons.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	Item #3b was added for the consideration of an agreement with the City of Yachats for Supplemental Water.
d. Note Guests Present	None
e. Review and Approval of July Meeting Minutes – Action Item	Director Sherkow moved the approval of the July Board Meeting Minutes. It was seconded by Director Sommer. Motion passed unanimously.
2. PUBLIC INPUT – Public input (limited to 5 minutes per speaker)	None
3. DISCUSSION WITH LEGAL COUNSEL	
a. Waterline Project: Engineering and CM Contract with Civil West Engineering Services, Inc.	Director Sherkow briefed the Board on the important points of the draft agreement, including the estimated cost of the three phases (Design, Bid Support, and CM). Also discussed were prospective schedule, State required language, and several other points. He answered several questions from Board members and noted that Mr. Pete Gintner, PUD attorney, had approved the draft. It was also noted that the State had to approve the contract before final execution. Director Sommer moved, and Director Sherkow seconded, a motion to finalize the agreement form, approve the agreement, and transmit it to the State for review and approval at the earliest opportunity. Motion passed unanimously.
b. Supplemental Water Agreement for the City of Yachats	President Cuellar briefed the Board on the agreement negotiated with the City of Yachats by Mr. Gintner, PUD attorney. The highlights included a \$10,000 amount to the PUD for additional water in the fall season. This amount would be paid regardless of whether water was used by the City or not. The agreement also included a Daily Base Rate, Usage Rate, Usage Limits, Automatic Renewal, and other provisions. Directors Sommer and Sherkow asked about the need to clarify language concerning the definition of the “water service season” and the desirability for an inflation escalator clause to address increased costs over time. After some discussion, it was the consensus of the Board members to proceed with the present draft agreement and see how the first season worked. President Cuellar suggested that the City sign the agreement first. Director Sommer moved, and Director Sherkow seconded a motion, to approved the agreement, and transmit it to the City for approval at the earliest opportunity. Motion passed unanimously.

<p>4. TREASURER'S REPORT</p>	
<p>a. Review and Approval of Disbursements – Action Item</p>	<p>Angela noted that payments to the Bolt Replacement contractor should be expected soon. Civil West and the contractor were working out the final payment issues. Director Sherkow moved the approval of the July Disbursements. The motion was seconded by Director Sommer. Motion passed unanimously.</p>
<p>b. Monthly Financial Report – Action Item</p>	<p>Director Sommer asked about the background of the Waldport franchise fee. President Cuellar relayed a brief history of the fee noting that it was a “pass through” added fee (from those affected properties in the City limits) to the PUD and on to the City. Director Sherkow moved and Director Sommer seconded a motion to approve the July financial report. Motion passed unanimously.</p>
<p>c. Treasurer Report/Update</p>	<p>Angela noted that the Assets/Liability Statement (in the monthly Financial Report) had been updated based on the audit data. Director Sherkow inquired about the number of customers shown on page 5 of the monthly Financial Report versus the customer count used in the recently completed SDC Methodology Report (Nov. 2023). Angela offered to get current information on the count to Board members.</p> <p>Director Sherkow asked about when the public hearing would be held for the consideration of the SDC fee adoption. After some discussion, it was decided that staff should plan for a hearing in December.</p>
<p>5. BUDGET AMENDMENT</p> <p>Resolution 25-03 (Fund Transfer for Truck Financing)</p>	<p>Angela stated that the new truck was being outfitted with utility boxes for approximately \$10,000 to make it more functional for the field crews. It was expected that the truck would be delivered to the PUD in about 5 weeks.</p> <p>Director Sherkow moved and Director Sommer seconded a motion to approve Resolution 25-03 and transfer \$10,000 to the Equipment/Vehicle line item from the Construction/Plant Control System line item. Motion passed unanimously.</p>
<p>6. MANAGERS REPORT</p>	
<p>a. Finance Service Truck</p>	<p>The truck is expected to be delivered in mid-Sept. 2024.</p>
<p>b. Water Rates and Billing System</p>	<p>Angela reported that some past water rate changes had not been properly updated in the billing system. She was immediately taking action to correct the situation and inform affect customers.</p> <p>She also stated that the company that the PUD was using for the online billing and autopay had been sold, and that the new owners were not providing adequate support. Some functions were not working and PUD had to make manual adjustments to the billing process.</p> <p>Director Sherkow wanted to make sure that staff had its own electronic copies of the billing records so that if changes had to be made in the billing vendor, it could be made with minimum disruption and cost. He suggested that if the current vendor was not performing, then a different company be found.</p> <p>President Cuellar suggested that staff explore the company the does online billing and autopay for Dahl Dispoal and CLPUD. Staff will return next month with recommendations.</p>
<p>c. Animal Shelter</p>	<p>Staff has met with County representatives concerning the construction of the new Animal Shelter on Dahl Ave. in Waldport. Staff had looked at the building plans and been told to plan for about 900 GPD as the daily use level.</p>

<p>7. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Email from Dann Cutter</p>	<p>President Cuellar noted that the person heading up the Lincoln County Water Systems Alliance (LCWSA) is the former mayor of Toledo. Director Sherkow noted that this was a similar organization to the Mid-Coast Water Planning Partnership. He said that these organizations have no power or authority over water issues in the County. President Cuellar said that City Manager Dann Cutter was correct in asking for background information about and being skeptical of this organization’s purpose.</p> <p>Director Sherkow suggested that in order to conduct further negotiations with Waldport and Yachats about long-term water sales or use, it would be highly beneficial for the PUD to have better information about the “build-out” population of the PUD area. This would include using the data that Director Tucker received from the County about buildable lots in the PUD unincorporated boundary. It would also include a better understanding of Waldport’s future growth plans in the PUD area.</p> <p>President Cuellar expressed the importance of using the County and City General Plans to determine the long-term plans. She offered to secure these documents for the Board as they pertain to utility resources and related land use zoning. This would provide the legal basis for future growth.</p> <p>Director Sherkow asked that, once the PUD examined this information, that it develop the scope of the small study contemplated in the FY25 PUD budget. This would help answer the question of long-term PUD water use levels. It could be compared to historic water availability levels and treatment plant capacity to determine how much surplus water would be normally available for sale. The issue was put off to the next meeting.</p>
<p>8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Rate Increase on Service Charges</p>	<p>Angela said that the PUD needed to set the service rate levels for the current year. Although a 9% increase was discussed at a previous meeting, the final rate levels needed to be set.</p> <p>After some discussion, it was decided that staff should return with recommendations for the service rates at the next meeting.</p>
<p>9. CORRESPONDENCE AND REPORTS</p>	<p>Angela briefed the Board on WMCP funding. It appeared that grant funding from the State would not be available. She noted that GSI, as the selected consultant to undertake the work, was inquiring about a start date. She was going to talk to BizOR about funding, but work needed to begin soon in order to meet the May 2025 State deadline. Money was budgeted in the PUD FY 25 budget but was funded by an anticipated grant which may not be forthcoming.</p> <p>The County grant funding for the water utilities would be announced at the end of the month.</p> <p>The ODOE renewal energy grant awards would be announced on Sept. 2, 2024.</p>
<p>10. OTHER ITEMS OF INTEREST</p>	<p>Director Sherkow recommended that a handbook or binder be assembled which included basic documents and material about the PUD operations, agreements, authority, and history. It was decided that staff would work on it as time allowed.</p>

	Director Sherkow has asked that updates concerning tank ladders and hydrant pressure tests be available at the next meeting.
11. ADJOURNMENT	President Cuellar adjourned the meeting at 11:29 AM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1
Date 11/19/24

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4
Date 11/19/24