



**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
17 November 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 October 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) Truck Purchase Status
 - b) Water Production Cost
 - c) Employee Salary Review Process
 - d) Update of Outstanding Projects
 - e) Civil West presentation
- 6) OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a) Legislative Outreach Status
- 7) OTHER NEW BUSINESS for BOARD CONSIDERATION**
 - a) New Water Application for Property Owner and Tenant
 - b) Re-instating door hangers, late fees, and shut off
 - c) Water Rates and Fees Chart
 - d) In-District vs. Out-District Rates
- 8) CORRESPONDENCE AND REPORTS**
- 9) OTHER ITEMS OF INTEREST**
- 10) ADJOURNMENT**

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1) REGULAR MEETING CALL TO ORDER	President Tucker called the meeting to order at 10:02 AM.
a) Determine Quorum Present	President Tucker deemed that a quorum was present: President Tucker, Vice President Cuellar, Director Turner, and Director Sherkow. <i>NOTE: Director Turner left the meeting at 11:50 AM.</i>
b) Conflict of Interest Declarations	None reported
c) Agenda Changes and Agenda Approval – Action Item	In the interest of the guests' time, Items #5d and #5e were moved up on the Agenda after Item #2. A new item concerning Rules and Regulations was added at the request of President Tucker as Item #6b.
d) Note Guests Present	Representatives for Civil West (Keven Shreeve, Tim Gross, and James Parmeter); and former employee David Whitlock (stopped in for a few minutes).
e) Review and Approval of October 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
5) d) Civil West presentation	<p>Director Sherkow updated the Board concerning a presentation for Representative Gomberg on Oct. 4 about capital improvement need and contact with Ms. Sarah Means of the Governor's Office at Rep. Gomberg's suggestion. Ms. Means offered a follow-up meeting in the future pending today's PUD Board meeting with Civil West representatives. Director Sherkow recalled to the Board that the new Federal Infrastructure Act (recently enacted) could be a valuable source of funding for capital improvements. His goals were to get projects ready for such funding as quickly as possible, and maximize the funding available.</p> <p>Keven Shreeve (Civil West) noted that such projects as the AC pipe replacement would be good candidates. Tim Gross (Civil West) said that, in some cases, applicants could recover engineering and pre-construction costs if they occur within one year of the project award date, and that some projects would be easier to implement than others.</p> <p>DM Anderson surmised that the State and water utilities could anticipate a five-year period of funding given the structure of the Federal Act. Director Sherkow suggested that a variety of priority projects be worked on including those that could be bid-ready quickly and those that took long lead-times. Vice President Cuellar noted that this information and cost estimates were important to the FY 22 PUD budget process.</p> <p>Mr. Gross mentioned that a 5-year capital program could be assembled and that some projects might require permits from resource agencies in order to proceed (usually pertaining to environmental issues). Director Sherkow noted that a draft CIP had been developed (unadopted) by the Board and DM, and he would transmit it to Civil West. Vice President Cuellar asked Civil West representatives</p>

if we had projects that did not require permits. Mr. Gross replied that we did, and gave replacements of some distribution pipes, tanks, and meters as examples.

Mr. Shreeve suggested that a program of projects could be developed with a GANTT chart [*Gantt chart is a bar chart that provides a visual view of project tasks scheduled over time, commonly used by project managers*]. This would aid in breaking out time and effort required for all projects.

Mr. Gross noted that we did not yet know the process for channeling funding to water utilities through the new legislation. He also noted that some existing fundings programs were relatively easy to work through including the 1069 Program. However, the 839 Program (for construction) was not.

Director Sherkow noted that the new Infrastructure Act consisted of a wide range of funding programs that might be worth researching for possible PUD capital improvements. He asked that Civil West use their contacts and watch the Federal Register for more details. Vice President Cuellar expressed a desire for a 5-year CIP, and information related to those projects which are most important from the Master Plan. Mr. Gross said that a CIP could be produced and that annual updates could refine it. Director Sherkow also wanted to get Civil West's advice about possible limitations in the CIP, such as time, limited local match, order of implementation, etc.

A short discussion followed concerning how the State might divide the available funding. Vice President Cuellar noted the Legislature was about to have a "short" legislative session. Director Sherkow recalled that Rep Gomberg had noted that each Legislator, during the last session, was give a dollar limit for such projects to distribute at their discretion. DM Anderson mentioned that he would contact the National Rural Water Association and SDAO for additional information. Based on this meeting, Director Sherkow said that he would refresh the contact with the Governor's Office (Ms. Sarah Means).

Mr. Parmeter (Civil West) said that they were working on projects for the Blodgett WTP, analysis of system demand, excess water potential, and the plant capacity that might be used to sell water to neighboring communities. This would also entail an examination of demand growth within the District. Mr. Shreeve noted that this information would help document the system needs and how much water could be sold short- and long-term. Vice President Cuellar noted that funding agencies want to see an applicant's CIP and such background studies before funding approval.

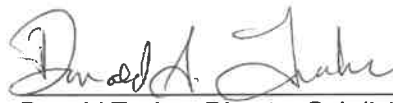
Mr. Gross briefed the Board on various projects being developed for possible FEMA funding including system elements that could cause critical issue if they failed. He also noted that AC pipe replacement could be on a FEMA application list. These projects may also qualify for funding through the new Federal Act. DM Anderson suggested adding the Dick's Fork tank replacement to such a list. A discussion followed concerning the Dick's Folk tank replacement and its relationship to the Waldport Industrial Park. Issues related to highway and street access were also discussed.

Mr. Gross noted that the Board next meeting was scheduled for Dec. 15th and that Civil West could return at that time to layout a draft 5-year CIP, discuss funding options to take advantage of various funding sources, show which projects were now or could quickly be bid-ready and which have long lead-times. Director Sherkow stated his desire to take advantage of all funding sources.


	<p>Vice President Cuellar stated her note of caution as the Board proceeded. DM Anderson wanted to be sure to examine projects that had a “criticality of need”.</p> <p>Civil West representatives departed the meeting.</p>
5) e) Update of Outstanding Projects	<p>DM Anderson briefed the Board on the activities related to system control elements at the Blodgett WTP. The Integrator of Record has been engaged to address system controls and SCADA [<i>Supervisory Control and Data Acquisition or SCADA is a computer-based system for gathering and analyzing real-time data to monitor and control equipment that deals with critical and time-sensitive materials or events</i>]. This agreement has a \$100,000 service limit. All work is envisioned to be accomplished within the \$200,000 budget limit (services, software, and parts including water valves). The turbidity meters failed recently and are being replaced for ~\$30,000. There were recent issues with the plant’s water valves, but they returned to normal service. These valves are to be replaced as part of the plant upgrades.</p> <p>About 480 customers are now using the online bill portal.</p>
3) TREASURER’S REPORT	
a) Review and Approval of Disbursements – Action Item	<p>A refunded item to Walmart was corrected in the Disbursement List from last month, according to DM Anderson. Several additional items were questioned including payment to GenXsys. DM Anderson responded to each item. The payment to GenXsys (computer consultant) was for data backup, Microsoft products and services, and email transition to Office 360. Payment to LCUCG was for an annual subscription. Quadiant payment was for water bill mailing cost. The hot water heater was replaced at the Blodgett facility. Director Sherkow moved the approval of the Disbursement List. Director Turner seconded the motion. Motion passed unanimously.</p> <p>Director Sherkow distributed information about the most recent inflation rate and noted that this will have a material affect on next year’s budget through the COLA.</p>
b) Monthly Financial Report – Action Item	<p>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.</p> <p>Director Sherkow asked that DM Anderson initiate an additional discussion 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.</p> <p>Director Sherkow moved the approval of the Monthly Financial Statement. Vice President Cuellar seconded the motion. Motion passed unanimously.</p>
c) Treasurer Report/Update	<p>Director Turner transferred funds to the Local Government Investment Pool (LGIP or pool). He also suggested that PUD engage a firm to conduct a rate study. DM Anderson suggest that he would contact the Oregon Association of Water Utilities (OAWU) and request a proposal to do such work from them. Director Sherkow moved the approval of the DM securing a proposal from OAWU for a rate study. Vice President Cuellar seconded the motion. Motion passed unanimously.</p>
4) RESOLUTIONS	None

5) DISTRICT MANAGER'S REPORT	
a) Truck Purchase Status	DM Anderson said that he was about to order 2 4x4 Ford Rangers which totals ~\$25,000 each using the government price and State open bid contract. He also noted that he will be making repairs to the big truck and plans to keep it in service for now.
b) Water Production Cost	Still working on this.
c) Employee Salary Review Process	Still working on this and will meet with President Tucker.
6) OTHER OLD BUSINESS for BOARD CONSIDERATION	
a) Legislative Outreach Status	As a follow up to the discussion about funding and CIP, Director Sherkow said that he would make a renewed contact with the Governor's Office representative for a future meeting.
b) Rules and Regulations	<p>President Tucker introduced the topic by recounting his work on redrafting the Rules and Regulations. After some discussion, Director Sherkow noted the language referring to Out-of-District pricing being 150% of that for In-District water cost. He suggested that this language might not apply to drought events and other emergencies, and that this language should be on the Rate Sheet and not in the Rules and Regulations document.</p> <p>Vice President Cuellar referred to language concerning new service and need to make it clear that they will be paid the SDC fees. DM Anderson discussed the difference between "new service" and "connections". Director Sherkow suggested that language could be simplified by using the term "Some fees may apply."</p> <p>Vice President Cuellar recommended that the SDC fee be examined after the 5-year CIP is adopted.</p>
7) OTHER NEW BUSINESS for BOARD CONSIDERATION	
a) New Water Application for Property Owner and Tenant	President Tucker recommended that, instead of saying that the PUD would shut off service, language be modified to read "Reserve the right to shut off service."
b) Re-instating door hangers, late fees, and shut off	President Tucker also suggested that the reference to Renter's form be altered to be a Tenant's form, and that a phone call be made before service to shut off.
c) Water Rates and Fee Chart	President Tucker and others made suggestions about the chart's format.
d) In-District vs. Out-District Rates	President Tucker had reviewed a recent "Out-of-District" customer list and questioned whether or not some errors existed. DM Anderson explained that staff was working from historic documentation and had talked to some customers about their "out-of-District status. The DM also noted that some of these customers might be defined as "Special Customers" and were billed on the "Out-of-District" rates. The DM said that staff would review the customer list. President Tucker suggested that the DM secure the District's formation language or map from the County Clerk in order to make sure of the customer status.

8) CORRESPONDENCE AND REPORTS	None
9) OTHER ITEMS OF INTEREST	<p>It was suggested that there might be benefits in getting next year's budget process a month earlier than previously.</p> <p>Director Turner expressed his concern about employees' ability to get their required certificates renewed in a timely manner. He suggested that the PUD consider hiring Mr. Whitlock (who still retains his treatment certificate) to cover this issue. DM Anderson said that he was thinking about that possibility and would return to the Board with a recommendation. The issue of whether this relationship should be as a consultant or part-time/special employee was briefly discussed. DM Anderson said that he would review the options.</p> <p>The Board is still waiting for input from SDIS about insurance concerning the Yachats Rural Fire Storage Agreement. DM Anderson said that he will contact them again.</p>
10) ADJOURNMENT	Director Sherkow moved to adjourn the meeting. Vice President Cuellar seconded the motion. Motion passed unanimously. President Tucker adjourned the meeting at 12:34 PM.

 _____, Board President
Donald Tucker, Director Subdivision 5

Date 15 Dec 2021

 _____, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 12/15/21