



**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
16 August 2023 – 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. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 4. DISTRICT MANAGER'S REPORT**
 - a. Valve Project Update
 - b. Waterline Improvement Project funding update
 - c. Fire Hydrants
 - d. System Development Charge
- 5. OTHER NEW BUSINESS for BOARD CONSIDERATION**
- 6. OTHER OLD BUSINESS for BOARD CONSIDERATION**
 - a. City of Yachats Water
 - b. Renewable Energy Grant
- 7. CORRESPONDENCE AND REPORTS**
- 8. OTHER ITEMS OF INTEREST**
- 9. ADJOURNMENT**

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
16 August 2023 – 10:00 AM


1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:03 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony, and Director Sherkow. Director Tucker attended at 10:20 AM.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	Item #5a – New contract for audits, and Item #4e – Employee Certification. Move Item #6a – Yachats Water to be discussed before #2.
d. Note Guests Present	Pete Gintner (Board Legal Counsel) and Zach Forcier (staff) – departed at 10:30 AM
e. Review and Approval of July Meeting Minutes – Action Item	Motion by Vice President Anthony and seconded by President Cuellar to approve the minutes of the July Board Meeting minutes. 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 Sherkow moved that the July Disbursements be approved. Vice President Anthony seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved that the July Financial Report be approved. Vice President Anthony seconded the motion. Motion passed unanimously.
c. Treasurer Report/Update	DM Anderson noted that the SDC income in the Financial Report would be listed as Income and then transferred automatically to the Capital Account.
4. DISTRICT MANAGER’S REPORT	
a. Valve Project Update	DM Anderson said that the contracts with the contractor were signed and that he was waiting to secure funding agency (BizOR) approval. Work would begin soon.
b. Waterline Improvement Project Funding Update	DM Anderson noted that he was waiting for finalization of the agreement from the State.
c. Fire Hydrants	DM Anderson noted that 3 inoperable hydrants were being addressed. Two were replaced and one will be replaced next week. Another hydrant will be replaced; however, it will require a cut and splice of the connecting AC pipe. This is beyond the capability of field staff and he was seeking a contractor to do the work. He contacted Cascade Water Works to provide a quote. It should be approximately \$10,000. Director Sherkow moved and Vice President Anthony seconded a motion to authorize the DM to negotiate a contact with Cascade Water Works for the work described. Motion passed unanimously. DM Anderson will report back to see if a budget amendment will be necessary.
Cascade Water Works Contract Approval	DM Anderson stated that pressure test will be done after the fall season rainy period begins. He said that areas of low flow will be addressed in the waterline project.

<p>d. System Development Charge</p>	<p>After a lengthy discussion, it was concluded that the work done by Civil West Engineering was not adequate, and that President Cuellar would talk with their representatives about terminating the agreement. Several Board members stated their priorities, including but not limited to a) understanding that water demand and capacity have locational influences, b) it was necessary to determine the full “Build-out” demand by location, c) it was necessary to determine system capacity by location including possible water purchase by neighboring jurisdictions, d) recognize that higher densities could occur inside Urban Growth Boundaries, and e) improvements to septic system technology could make some lots “buildable” previously that to be “unbuildable.”</p> <p>DM Anderson said that there could be several different SDC levels for different portions of the District. He also noted that at the beginning of 2023 that there were 1,329 water customers, and that at the end of July that there were 1,345.</p> <p>By Board consensus, it was agreed that the DM issue a new RFP for this work and that the Civil West Engineering agreement be terminated. Director Sherkow distributed an outline of information that he suggested be included in the future analysis and noted that the data would be helpful for negotiations with the City of Yachats.</p> <p>It was further noted that Director Tucker had previous discussions with the County Clerk and that lists were provided to the PUD containing data about lots having septic-approval challenges, those viewed as “buildable”, and other features. It was encouraged to migrate this data into the PUD’s GIS.</p>
<p>e. Employee Certification</p>	<p>DM Anderson noted that Zach and Mike now had Water Distribution level 1 certificates. Tyler would test for Distribution level 1 and Gabe will test for Water Treatment Plant Operator level 1 certificate. Zach has Treatment level 1 and plans to try for level 3. Rick (part-time) has Treatment 4 certificate.</p>
<p>5. OTHER NEW BUSINESS for BOARD CONSIDERATION</p>	
<p>a. Audit Contract</p> <p><i>Grimstad Contract Approval</i></p>	<p>Proposals were received from Grimstad & Associate (Newport, OR) for the Water District and PUD annual audits. Moved by Director Tucker and seconded by Vice President Anthony to approve a contract with Grimstad & Associate for this work. Motion passed unanimously.</p>
<p>6. OTHER OLD BUSINESS for BOARD CONSIDERATION</p>	
<p>a. City of Yachats Water</p>	<p>President Cuellar reviewed the SWLCWD 1999 mutual-aid agreement concerning water between jurisdictions and fire fighting entities. She noted that it was amended annually until FY 18 (copy distributed). Mr. Gintner (attorney) noted that the 1999 agreement, at this date, was probably no longer valid. He noted that the PUD could set its own rates for this or any other purpose. During a lengthy discussion, it was noted that existing water rates might be used or a new rate could be developed. The issue of a seasonal remuneration for water was discussed and how it might differ from that used during a “true” emergency. The definition of a water emergency was discussed. DM Anderson noted that this could include an unforeseen event during which a mutual-aid rate might apply. He noted that this was, in his opinion, different from a request for water during a dry season or for a long-term period.</p> <p>Mr. Gintner noted that this might result in an arms-length agreement as oppose to one that was depended on the existing/new water rates for individual customers. DM Anderson noted that a new rate could be developed based on</p>

	<p>“out-of-district”, a meter charge, and “commercial” rates, plus a “turn-on” cost and related expenses. It could include a minimum period (e.g., one or two months).</p> <p>After further discussion, Director Sherkow moved that the PUD Attorney negotiate an agreement with the City of Yachats on behalf of the PUD for the sale of water. Director Tucker seconded. Yes - President Cuellar, Director Sherkow and Director Tucker. No – Vice President Anthony. Motion passed.</p>
<p>b. Renewable Energy Grant</p> <p>ODOE Agreement Approval</p>	<p>Director Sherkow distributed a summary of the agreement with ODOE for the renewable energy planning project. He noted that it was a \$40,000, 100%-state funded (reimbursable) planning project to determine the feasibility of renewable energy.</p> <p>This 6-month project is to determine the exact technology, placement, size and operations of such renewable sources, if feasible. He also noted that he had contacted Green Ridge Solar to make a no-cost desktop assessment of PUD's possible solar energy use. If this appeared feasible, then a more detailed design would be ordered. He noted that micro-hydroelectric power technology providers would also be contacted.</p> <p>Director Sherkow moved that the approval of agreement with ODOE be approved. Vice President Anthony seconded the motion. Motion passed unanimously.</p> <p>The Project Team's kick-off meeting was scheduled for that afternoon (Aug. 16th) at 2 PM at the PUD offices.</p>
7. CORRESPONDENCE AND REPORTS	None
8. OTHER ITEMS OF INTEREST	Board training sponsored by the Special Districts Association of Oregon (SDAO) will occur on August 22 nd in Newport. All members are scheduled to attend.
9. ADJOURNMENT	President Cuellar adjourned the meeting at 12:00 PM.


Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1

Date 9/13/23


Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 9/13/23