



**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 25 January 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 December Meeting & Special Minutes – Action Item
- 2. DISCUSSION WITH CITY OF YACHATS**
- 3. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 4. SUPERVISOR REPORT**
 - a. Valve Project Update
 - b. RFQ for Waterline Project Status Update
 - c. Water Management & Conservation Plan
- 5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Review of meeting with Auditing Firm
- 6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. SDC Review
 - b. Supervisor's Proposal
 - c. Employee Compensation
 - d. Blodgett Fuel Storage
 - e. Tank Safety Ladders
 - f. Lead Pipe Inventory
- 7. CORRESPONDENCE AND REPORTS**
- 8. OTHER ITEMS OF INTEREST**
- 9. ADJOURNMENT**

All regular and special meetings are open to the public.
If you need any assistance or would like to attend a Board meeting remotely,
please contact the SWLCWPUD Office at 541-547-3315 or email office@swlcwpud.org

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

25 January 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, Vice President Anthony, Director Tucker, Director Turner and Director Sherkow. Staff supervisor, Ms. Angela Vogl, was also present.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	Under Other Old Business for Board Consideration – add Item #6g - Discussion of Liability for Trails and Paths (to be taken up while Mr. Peter Gintner, PUD Attorney was present). Director Tucker requested that an item be added concerning Salary Surveys – add Item #6h.
d. Note Guests Present	Mr. Peter Gintner, PUD Attorney (departed at 11:30 AM); Mr. Rick Sant, City of Yachats, former Interim City Manager (departed at 11:00 AM); and Keven Shreeve, Principal, Civil West Engineering
e. Review and Approval of December Meeting & Special Meeting Minutes – Action Item	Director Turner moved and Vice President Anthony seconded a motion to approve both sets of minutes (December Meeting & Special Meeting). Motion passed unanimously.
2. DISCUSSION WITH CITY OF YACHATS	<p>Mr. Rick Sant introduced himself as the former Interim City Manager and as someone with an operations background. The City looks at its own water utilities and that of the PUD as having common functions and wonders if there might be ways to reduce expenses and redundancies related to overhead, materials, billing, equipment, etc. He said that there was no pressure by the City to do anything along these lines, but it was an idea they thought that was worth exploring.</p> <p>Mr. Gintner said that it was difficult to negotiate based on these issues due to the lack of a substantive set of goals and desired outcomes. In responding to a question by the Board, he replied that this concept would not be a “merger”, but could be handled under a contract for services or an intergovernmental agreement. He also stated his opinion that PUD rate payers should benefit from such an arrangement.</p> <p>Director Sherkow said that his recollection was that the City desired to purchase water, especially during the latter summer months. He asked that this issue not be set aside as this new concept was discussed, and that the two issues were on different timelines. He also stated that the long-term security of the PUD water for its rate payers must come first. He also reminded the group that the City of Waldport wanted to develop the southern end of the city and that that portion of the City was in the PUD boundary. This might place a higher demand on the PUD for water in the future.</p> <p>Director Tucker asked Mr. Sant about how the City’s billed its water usage, and was it on the basis on cost to all users. Mr. Sant said that it was. Director Tucker suggested that a small working committee be established between the PUD and the City to work on this issue, including questions, advantages, and disadvantages.</p> <p>Mr. Sant put forth an idea that the PUD could handle the provision of water, and the City would keep its wastewater operations. There might be a sharing or shifting of other</p>

	<p>resources including labor, since it was more and more difficult to find qualified water utility personnel.</p> <p>Director Sherkow outlined the PUD’s desire to determine the water demand at the total “Build-out” of the land within the PUD boundary. He asked if that could be part of the analysis that went into such an agreement. Mr. Sant agreed that looking at the long-range water demand was beneficial.</p> <p>Mr. Shreeve noted that some work should be done to determine engineering analysis, changes in demand, pipe sizing, etc.</p> <p>Mr. Gintner said that such an analysis would ultimately include the data on City water rates vs. PUD rates, and that such a study might deliver what could be controversial findings.</p> <p>President Cuellar suggested that two PUD directors be on a study committee in order to better represent the Board, and that such an undertaking could last a year or more.</p> <p>In response to some questions, Mr. Shreeve said that a water interconnect was currently in place between the City and the PUD, but that it might not be the right size for such a water purchase.</p> <p>In response to a question concerning why the City had not followed through on the recent offers to purchase water at the end of the summers for the past two years, Mr. Sant said that just having the agreement ready to execute was like a “security blanket” and that they had not used the PUD’s water yet.</p> <p>Director Turner suggested that the Waldport and Yachats interconnect be tested annually. Director Sherkow suggested that some policy framework be established for a study before getting into the engineering and economic details. He suggested using the framework of developing the “need” and “purpose” of such an undertaking. President Cuellar suggested that the Committee could work out the issues.</p> <p>In response to a question about public meeting requirements, Mr. Gintner said that a small working committee would not have to be open to the public, but that as the issues came to the Council or Board levels, then they would. President Cuellar said that the committee would have to come back to the Board with progress reports.</p> <p>Director Tucker noted that it was increasingly difficult to find and keep qualified operators. Vice President Anthony said that he was not comfortable in combining various water and administrative operations. He said that he had no confidence in the City’s stability. Mr. Sant noted that the situation was now improved.</p> <p>Director Sherkow suggested that the two parties focus on this coming summer’s water sale agreement. Director Tucker recommended that the Board talk about the issues and come back at the next meeting. The issue will be placed on the PUD agenda for the February Board Meeting.</p>
<p>3. TREASURER’S REPORT</p>	
<p>a. Review and Approval of Disbursements – Action Item</p>	<p>Director Turner moved and Vice President Anthony seconded a motion to approve the December disbursements. Motion passed unanimously.</p>
<p>b. Monthly Financial Report – Action Item</p>	<p>Director Sherkow moved and Vice President Anthony seconded a motion to approve the December financial report. Motion passed unanimously.</p>

c. Treasurer Report/Update	Director Turner briefed the Board about the Cash Flow Projection. Angela noted the \$20,000 for TAG TP (system controls). She said that Zach may want to use that money for a different control item than former DM Anderson had contemplated. Director Sherkow asked that the hydrant replacement reimbursement from the Yachats Rural Fire Protection District (YRFPD) be shown. He also asked that the payment to Green Ridge Solar and reimbursement from ODOE be shown.
4. SUPERVISOR REPORT	
a. Valve Project Update	<p>Angela noted that the PUD was waiting for BizOR staff approval on the Valve Bolt Replacement project related to the PRVs. At that point, the State will send a contract amendment. It was suggested that a current quote be sought from Cascade Water Works for the PRVs so that the PUD could assess if the additional State funding would cover the increased PRV cost estimate.</p> <p>The current contractor was waiting for the new bond. Once approved, the bolt replacement work could be completed in one week.</p> <p>It was noted that Mike was taking photos of the valve locations as work was underway. These pictures were to be integrated into the GIS database.</p>
b. RFQ for Waterline Project Status Update	Director Sherkow briefed the Board on the RFQ process. The Board members are to rank the firms that submit qualifications. He distributed a qualification ranking form to be used by Board members as they review any submissions. President Cuellar suggested a separate meeting in late February to jointly review the findings.
c. Water Management & Conservation Plan	The Oregon Water Resources Department (OWRD) has told PUD staff that the PUD is eligible for funding in order to produce the next Water Management & Conservation Plan (2025 cycle). The application process is likely to be open in March. It is estimated that the next funding round will be announced in July with funding decisions in the fall. Staff is still working on the progress report for the last cycle.
5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION	
a. Review of meeting with Auditing Firm	President Cuellar, Director Turner, and Angela met with the auditing firm. The audit has not yet started. The PUD accounting system is now on a “cash basis”. The accrual-related entries (previously used) must be backed out of the accounting system. At that point, the books can be properly closed.
6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION	
a. SDC Review	Moved to the February meeting.
b. Supervisor’s Proposal	Moved to the February meeting.
c. Employee Compensation	Director Tucker continued his effort to gather water utility salary and benefit data for the area. He noted that he should have information by the end of February. This data should be used as an input for the next budget cycle.
d. Blodgett Fuel Storage	<p>Angela said that the PUD has filed an application with the Forest Service. Director Tucker questioned how long the water treatment plant could operate with the LP gas stored on site. Staff will follow-up with an answer.</p> <p>President Cuellar noted that there was a skeleton crew working during the recent ice storms. She suggested that all of the staff should be paid during such emergency events even if they could not get to the Blodgett or office locations. The Board agreed to this treatment of the situation.</p>

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e. Tank Safety Ladders	Staff made contact with some firms – more at the February meeting.
f. Lead Pipe Inventory	<p>The Board members discussed the issue of lead pipe inventory on the owner’s side of the meter (as required).</p> <p><i>The OHA requirements specify that the inventory include a 20% sample of the buildings built before 1986. This would include both PUD piping and that provided by the customer on their side of the meter.</i></p> <p>Staff is working out details. Director Sherkow suggested that in addition to the field inventory, the PUD ask customers if they believe that they have lead (or other targeted) pipes listed in the EPA/OHA guidelines.</p>
g. Paths & Trails Liability	President Cuellar said that a legislative fix in the short session was unlikely. She talked with the insurance agent for SDAO to see if they would defend members against any claims made concerning trails and paths. She did not receive a clear answer. Mr. Gintner advised that trails and paths used by the PUD or on PUD property be posted as “No Trespassing”. A brief discussion by Board members followed. Director Turner noted that some paths and trails used by the PUD are actually on USFS land. Director Sherkow suggested that staff post signs. The Board members agreed.
h. Salary Survey	See Item #6c.
7. CORRESPONDENCE AND REPORTS	None
8. OTHER ITEMS OF INTEREST	<p>Director Tucker was working on the list of “buildable and non-buildable” lots. He was to meet with County Planning & Development Director, Onno Husing.</p> <p>He also suggested inviting SWLCWD Commissioners to the PUD meetings.</p> <p>Director Sherkow said that the ODOE Renewable Energy Planning Grant was coming to a close on Feb. 15, 2024, and that the Final Report was being written.</p> <p>President Cuellar noted that she was still tracking possible training for the Public Meetings process.</p>
9. ADJOURNMENT	President Cuellar adjourned the meeting at 12:20 PM

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1

Date 3/20/24

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 3/20/24