



**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 April 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 March 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. Valve Project Update
 - b. Employee Certification
 - c. Position Descriptions
- 5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Swearing in of New Director
 - b. Budget Schedule
- 6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Wage Survey
 - b. Streamflow Monitoring & WMCP
 - c. Waterline Project: Engineering Scope and Fee
 - d. SDC Methodology
 - e. Renewable Energy Grant
- 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

April 9, 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
16 April 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, and Director Sherkow. PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier, were also present. Director Sommer was present awaiting his swearing-in process.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	Director Sommer’s swearing-in was moved up the agenda to Item #1d. Other items under #1 were moved down. Motion by Vice President Anthony to approve the agenda as amended and seconded by Director Sherkow. Motion passed unanimously.
d. Swearing In of Director Sommer, Subdivision 2	Angela administered the oath.
e. Note Guests Present	None
f. Review and Approval of March Meeting Minutes – Action Item	Changes were recommended by Director Tucker. Motion by Vice President Anthony to approve the March Meeting Minutes as amended, and seconded by Director Sommer. 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 March Disbursements be approved, seconded by Vice President Anthony. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved and Vice President Anthony seconded a motion to approve the March financial report. Motion passed unanimously.
c. Treasurer Report/Update	Angela noted that she would follow up with the auditor to determine the status of the PUD audit. She also briefed the Board concerning the Cashflow Projection.
4. MANAGERS REPORT	
a. Valve Project Update	Zach stated that April 16, 2024 was expected to be the final day of the Bolt Replacement Project (excluding the PRV portion). All work was expected to be successfully concluded. Close out for that part of the work would proceed. Zach was able to lock in the latest price quoted by Cascade Water Works on the two PRVs (one halfway up Wakonda Beach Rd and the other near Seabrook Ln). Field work was estimated to be scheduled for November 2024. Cascade Water Works and Civil West Engineering (design) work would be covered by the recent amendment processed by BizOR.
b. Employee Certification	Staff was studying and undergoing additional training in preparation for future certificate tests (yet to be scheduled). Mike was waiting the required time to pass before he could take the Distribution – Level 2 test.

<p>c. Position Descriptions</p>	<p>Updated position descriptions had been distributed to Board members prior to the meeting. Director Tucker explained the advantages and disadvantages of having these two management positions designated as “exempt” status, including overtime pay, pay levels, additional work expected, etc. President Cuellar noted that these positions required more judgment and initiative. She also said that if additional work was required, there was another position in the budget due to the vacancy of the former DM position. Director Sherkow noted that Angela and Zach knew about the “exempt” status discussed in a prior Board meeting, and if they had some concern, they would have and could have spoken up. Angela and Zach said that they had no problem with the “exempt” status for these positions.</p> <p>Director Sherkow moved that the positions be approved as written, and Vice President Anthony seconded the motion. Motion passed unanimously.</p>
<p>5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Swearing in of New Director Mr. Jon Sommer</p>	<p>This item was oved to #1d.</p>
<p>b. Budget Schedule</p>	<p>Angela went over the schedule with the Board members, noting that the Budget Committee was schedule to meet on April 30, 2024. She said that she would send out a draft on April 23rd.</p> <p>Board members discussed the possible use of the Budget Builder spreadsheet in the process. President Cuellar suggested that it be used in May, after the annual budget was set so it did not interfere with the prescribed process established by the State. Director Sherkow recommended that the Budget Officer bring the 5-year outlook forward at the beginning of the meeting so that the Committee had a perspective of the over trends in the revenue, cash reserve, and expenses. She could then move directly to the annual budget. Director Sherkow noted that, as years go by, more and more of the budget would be directed toward long-term loan repayments. Thus, having a picture of the multi-year obligations would be beneficial, especially as it might affect water rates.</p> <p>After some discussion, it was decided that Angela would preview the multi-year picture, without entertaining changes. She would them move to the budget statement and annual budget. Budget Builder could be used as the Board considers water rates and cash reserve targets in a future meeting. Director Sherkow asked that, once the present budget cycle was concluded, Angela consider a revised budget schedule for FY 26.</p>
<p>6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Wage Survey</p>	<p>Director Tucker received much information from nearby water districts and cities (that run water utilities). Some of the data was influenced by collective bargaining agreements. He was focusing on wage data, and not differences in benefit packages, noting to include that information would take additional time at this point and may not provide significant differences between jurisdictions.</p> <p>After examining the data received so far, he was looking at differences in wage scales for different certificate levels and other factors.</p> <p>He noted that this data should be available for the upcoming Budget formation process and would get data to Angela as soon as possible.</p>

<p>b. Streamflow Monitoring & WMCP</p>	<p>President Cuellar briefed the Board on a recent meeting with the City of Yachats which included discussions about stream monitoring. She noted that, from her point of view, the stream monitoring procurement was not done correctly and should be tabled for now. She also noted that Yachats seems to desire supplementary water at the end of summer, possible additional water if the City's water storage tank had to be replaced, and possible long-term water purchases. The PUD request water demand levels for the "end of summer" water purchase, as this would be the most straightforward agreement to negotiate. No further action was taken.</p> <p>The Board consensus was to table the Stream Monitoring proposal from GSI. GSI had also sent another proposal to produce a long-delayed progress report for the last Water Management Conservation Plan (WMCP). Zach indicated that staff would produce this report for the State and the additional money to GSI was not necessary. The Board consensus was to decline the WMCP proposal from GSI.</p> <p>Angela noted that funding from the State will be available for the next round of the WMCP work. She was investigating how and when to apply for this funding. She was expecting a proposal from GSI to complete the full report due in May 2025. Considering this could cost between \$25,000 - \$30,000, the issue of procurements was brought up. President Cuellar offered to discuss the matter with Tim Henkle, GSI consultant, and see about generating a scope of work that could be used in the procurement process.</p>
<p>c. Waterline Project: Engineering Scope and Fee</p>	<p>Director Sherkow briefed the Board on the status of the negotiation with Civil West Engineering related to the design and CM work for the Waterline Project. Civil West had provided a draft agreement, but that there were additional items to be refined, including the State-required provisions and other items. Work on the contract with Civil West would continue.</p>
<p>d. SDC Methodology</p>	<p>Copies of the Draft SDC Report from Civil West Engineering were distributed to Board members and staff. President Cuellar briefed the Board about the report highlights, and noted that it seems to her that it met SDC requirement by the State. There was some discussion about possible land use changes and possible interaction with County Planning Department during these cases.</p> <p>Director Sherkow noted the recent US Supreme Court case pertaining to development impact fees and how it might affect the prospective SDC fees. He requested a written opinion from the PUD's attorney, Pete Gintner to ensure that the possible fee will comply with the Supreme Court ruling.</p> <p>He also noted that, after examining the list of infrastructure projects in the project (that serves as the basis of the needed system capacity elements), the significant list of improvements was benefiting the mid and northern parts for the District, and would not benefit the southern portion. He suggested the Board investigate splitting the fee rates to reflect the benefits by subarea.</p> <p>President Cuellar said that she would invite Tim Gross (Civil West Engineering) and Pete Gintner (PUD attorney) to the next meeting so that these issues could be discussed further.</p>
<p>e. Renewable Energy Grant</p>	<p>Director Sherkow briefed the Board about the upcoming grant application with a deadline of May 10, 2024. He noted that Green Ridge Solar and PUD were coordinating efforts to meet the application deadline. ODOE will award projects early in Sept. 2024. The PUD will have until the ODOE agreement is presented to make any final decision about proceeding. That might be sometime in late 2024.</p>
<p>7. CORRESPONDENCE AND</p>	<p>Director Tucker noted that he had received lists from the County Assessor</p>

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REPORTS	concerning “buildable”, “septic denial”, and “unbuildable” lots. He would make these lists available to staff for further action including inclusion in GIS.
8. OTHER ITEMS OF INTEREST	Director Sherkow asked Zach about tank ladders, heavy truck replacement, and hydrant tests. Zach replied that tank ladders were being discussed with Cascade Water Works. He was doing further reach about the truck purchase. Hydrant pressure and flow testing was being coordinated with the Yachats Rural Fire Protection District (YRFPD) for the spring.
9. ADJOURNMENT	President Cuellar adjourned the meeting at 12:05 PM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1

Date 4/30/24

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 4/30/24