



**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



**BUDGET COMMITTEE MEETING AGENDA
30 April 2024 – 10:00 AM**

The budget meeting will be held at the District Office, 7740 Hwy. 101 North, Yachats, OR

- 1. BUDGET MEETING CALL TO ORDER**
- 2. ROLL CALL**
 - a. Review the terms of the committee members
 - b. Appoint Budget Committee Chairperson
- 3. PRESENTATION OF THE BUDGET DOCUMENTS AND BUDGET MESSAGE**
- 4. RECOMMENDED CHANGES FROM THE BUDGET OFFICER**
- 5. PUBLIC COMMENT**
- 6. APPROVE BUDGET DOCUMENTS AS PROPOSED OR AMENDED**
- 7. ANNOUNCE THE NEXT BUDGET MEETING IF REQUIRED**
- 8. ADJOURN THE MEETING**

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 23, 2024

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

BUDGET COMMITTEE MEETING AGENDA

30 April 2024 – 10:00 AM

The Budget Committee meeting was held at District Office, 7740 Hwy. 101 North, Yachats, OR.

1. BUDGET MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:17 AM. PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier, were present.
2. ROLL CALL	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony, Director Tucker, Director Sommer, Director Sherkow, Richard (“Dick”) Esler, Victor Bayley, and Waverly Hayner.
a. Review the terms of the committee members	Mr. Hayner’s term ends in FY 2024. All other terms end in FY 2025.
b. Appoint Budget Committee Chairperson	Mr. Hayner was selected as chair for the meeting.
3. PRESENTATION OF THE BUDGET DOCUMENTS AND BUDGET MESSAGE	<p>Angela (Budget Officer) presented the Budget message and background information to the Committee. This included a proposed 9% water rate increase for all categories of customers. The increases for the next two years might be approximately 15% and 12% respectively in order to handle upcoming capital outlays, while keeping a cash reserve in the \$300,000 range.</p> <p>Changes in staffing, particularly the resignation of the DM and development of a two-manager system, as well as work on the Bolt Replacement Project, early work on the Waterline Project, and Water Treatment Plant upgrades were central to the FY 24 work. Other major purchases and capital outlays were noted.</p>
4. RECOMMENDED CHANGES FROM THE BUDGET OFFICER	<p>Angela noted possible funding (\$2,500) by the Sheriff’s Office for CPR devices. Staff had been trained in CPR earlier in FY 24.</p> <p>Water sales revenue (LB-20, line 7) was suggested at the FY 24 Actual + projected water sales total with an increase of 8% (conservative forecast with water rate increase of 9% across the board) = approx. \$1.350M. This was generally agreed to.</p> <p>With the draft SDC study noting a possible increase in the fee level, it was suggested that the budget reflect 5 new water applications at the new SDC rate (LB-20, line 9). It was also suggested that New Hookups be treated the same (5 new hookups) (LB-20, line 8). This was generally agreed to.</p> <p>Director Sommer asked if some of the projected expenses could be defrayed by adding new customers. Angela showed a chart showing new customer application over the past 5 years. It was noted that by using a conservative hookup projection, it would keep the revenue forecast within a reasonable range. The Bond Surcharge was also discussed and its ending date.</p>

	<p>Director Sherkow suggested that all other fees charged by the PUD (LB-20, line 14) be increase in the same range as the increase in labor costs noting that labor represented about 2/3 of the operation expenses. This was generally agreed to.</p> <p>The employee count and positions were reviewed. Using the western Region CPI for March, a COLA for the employees was set at 3.6%, noting that a final adjustment could be made when the May CPI was published. Director Tucker noted that the data he was collecting on salaries and pay would be presented at the next Board meeting.</p> <p>Zach went over the employment list and stated the certification levels currently in place and those needed for the PUD operations. Several positions were noted as part-time in order to maintain required certification levels.</p> <p>Director Sherkow suggested that since Director Tucker has secured lot development data from the County, \$15,000 be added to the Engineering budget particularly for the generation of a “build-out” scenario. He also recommended that \$5,000 be added to the Sampling budget to reflect the anticipated cost increase due to testing for “forever chemicals” to be mandated by USEPA/OHA (LB-31, lines 17 and 21). This was generally agreed to.</p> <p>Director Tucker recommended that the hydrants budget (Construction Fund) be increase by \$4,000 (LB-10, line 18) and that Line 6 be increase by \$4,000 to balance the increase (LB-31, lines 6 and 18). This was generally agreed to.</p> <p>All sheets – “Historical Date” 2 columns on the left side will be updated using actual data from FY 22 and FY 23.</p>
5. PUBLIC COMMENT	None
6. APPROVE BUDGET DOCUMENTS AS PROPOSED OR AMENDED	Motion by President Cuellar, seconded by Budget Committee Chair Hayner, to approve the budget with a total of \$4,018,222 as amended and a projected cash balance (Operating Contingency) of \$522,837 and recommend it the PUD Board. Motion passed unanimously.
7. ANNOUNCE THE NEXT BUDGET MEETING IF REQUIRED	Not required.
8. ADJOURN THE MEETING	Adjourned at 12:10 PM by Budget Committee Chair Hayner.

Roxie Cuellar, Board President
 Roxy Cuellar, Director Subdivision 1

Date _____

Franklin Sherkow, Board Secretary
 Franklin Sherkow, Director Subdivision 4

Date 6/11/24