



**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 July 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 June Meeting Minutes – Action Item
- 2. EXECUTIVE SESSION**
 - a. ORS 192.660 (2) (F)
- 3. DISCUSSION WITH ENGINEERING FIRM**
 - a. SDC Methodology
 - b. Waterline Project
- 4. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 5. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 6. SUPPLEMENTAL BUDGET HEARING**
 - a. Public Comment
 - b. Adopt **Resolution 25-01 Budget Amendment**
- 7. MANAGERS REPORT**
 - a. Finance Service Truck
 - i. **Resolution 25-02 Borrowing Resolution**
 - b. Recent Distribution Repairs
 - c. Yachats Supplemental Water
 - d. Notice of Award for PRV Replacement (Valve Bolt Project)
- 8. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. PUD and Water District Audit
 - b. Wage Survey
 - c. District Boundaries and Outside District Water Rates
- 9. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Rate Increase on Service Charges
- 10. CORRESPONDENCE AND REPORTS**
- 11. OTHER ITEMS OF INTEREST**
- 12. ADJOURNMENT**

All regular and special meetings are open to the public. Contact the office to attend remotely or for assistance

July 9, 2024

SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
7740 HIGHWAY 101 NORTH, YACHATS, OR - PO BOX 368, WALDPOR, OR 97394-0368

www.swlcpud.org

541-547-3315

BOARD OF DIRECTORS MEETING
16 July 2024 – 10:00 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:02 am
a. Determine Quorum Present	President Cuellar deemed a quorum, albeit tiny, was present: President Cuellar, Director Sommer, and Director Tucker. PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier, were also present. Director Anthony and Director Sherkow both used excused absences.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	The following items were removed from the agenda: Item 3B and 7C. Motion by Director Sommer to approve the agenda as amended. Seconded by Director Tucker. Motion passed unanimously.
d. Note Guests Present	Mr. Tim Gross, Civil West Engineering (arrived at 10:47am and departed at 11:23am) and retired Director Bill Turner (arrived at 10:50am).
e. Review and Approval of June Meeting Minutes – Action Item	Director Tucker moved, seconded by Director Sommer, a motion to approve the June PUD Board Meeting Minutes. Motion passed unanimously.
2. Executive Session	Pursuant to ORS 192.660 (2)(f) No action was taken as the Board came out of Executive Session.
3. Discussion w/ engineering	
a. SDC	<p>Mr. Tim Gross, Civil West Engineering, presented a revised SDC methodology (from previously distributed) and an accompanying draft ordinance. He began the discussion by explaining the methodology process; that it is based on the Master Plan and the PUD's assets, and the SDC is a percentage of the shared value of the system. Based on his calculations, this came to 8.9%. He drew attention to Table 4- Reimbursement Fee Calculation- in the draft. The Growth Share % column was revised accordingly, bringing the Reimbursement SDC down from \$4,363.00 per EDU to \$388 per EDU (equivalent dwelling units).</p> <p>Mr. Gross explained the differences between Improvement SDCs and Reimbursement SDCs with qualifying examples. He also said the methodology uses projected growth rates based on EDUs and future growth rates were projected by analyzing past growth.</p> <p>President Cuellar asked about the process for holding a public hearing to adopt the methodology. Mr. Gross referred to Section 6: SDC Ordinance of the draft. He stated that the Ordinance contained the requirements for establishing and contesting the methodology. The Ordinance would also serve to outline the framework used to manage the methodology with reference to applicable ORS. A conversation ensued about giving notice to current customers and publication of the methodology on the PUD website. Mr. Gross suggested adding a blurb on customer's bills. It was determined that Mr. Pete Ginter, legal counsel, would review the Ordinance and advise on the process.</p> <p>Mr. Gross mentioned the SDC should be reviewed annually and the rates from the Construction Cost Index and PUD's asset depreciation taken into consideration.</p>

	<p>Director Tucker found that Section 1.2 “Recent Legislative Action” overlooked the most recent legislative developments. Director Tucker also asked if other Water Districts have a comparable fee schedule. Mr. Gross said most Water District’s have a comparable methodology. If a water system has a master plan, they are likely to have an SDC methodology.</p> <p>With no further questions from the Directors, Director Sommer moved, and Director Tucker seconded to adopt the proposed SDC methodology. Motion passed unanimously.</p> <p>Mr. Gross offered to attend the Public Hearing.</p>
4. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	None
5. TREASURER’S REPORT	
a. Review and Approval of May Disbursements – Action Item	Director Sommer moved, seconded by Director Tucker, a motion to approve the June Disbursements. Motion passed unanimously.
b. Monthly Financial Report for May – Action Item	<p>Ms. Angela Vogl briefed the Board on a few irregularities to this month’s report. After a brief discussion about the USDA Loan, Director Sommer moved, seconded by Director Tucker, a motion to approve the June financial report. Motion passed unanimously.</p> <p>Angela reviewed the PUD’s position now that the FY 24 Budget Year ended. She noted the PUD water sales were higher than projected and that there was additional spending in the Construction Fund for Fire Hydrant Replacement. Zach explained that this was due to aging infrastructure and new requirements from the Fire Marshall. He said he anticipated this increased activity to continue into FY 25.</p>
c. Treasurer Report/Update	None
6. SUPPLEMENTAL BUDGET HEARING	
a. Public comment	President Cuellar opened the Hearing. No Public Comment.
a. Adopt Res. 25-01	President Cuellar explained the purpose of the Resolution was first to carry over the line item for Capital Outlay-Vehicles in the Equipment Fund from the budget year that just ended on June 30 th . This would double the corresponding line item in the budget that just started on July 1st to cover the annual financing payment for the new dually service truck. Secondly, the resolution adds \$185,750 to the Construction for the Valve Bolt Project. This was also a carry over item from the FY 24 budget due to the contractor submitting invoicing many months after the work was completed.
b. Capital Outlay-Vehicles in the Equipment Fund	Director Tucker moved, seconded by Director Sommer, a motion to adopt Resolution 25-01. Motion passed unanimously.
7. MANAGERS REPORT	
a. Finance SERVICE TRUCK	A brief discussion ensued about the proposed service truck. Zach and Angela confirmed the Financing Quote was for the truck only, and did not include the bed or boxes. Angela stated that the truck was in stock at Landmark Ford so she jumped on the opportunity to claim it, and the issue of boxes would be determined after the purchase was completed. Angela and Zach confirmed the estimated cost for the boxes to be about \$30,000 and that they would follow procurement guidelines and present the estimates to the Board once obtained. Angela re-iterated that the goal is
i. Res. 25-02 Borrowing	

	<p>to have a reliable vehicle capable of hauling the PUD’s heavy equipment, and that the issue of the truck build-out could happen at a later date.</p> <p>Director Tucker moved, seconded by Director Sommer, a motion to adopt Resolution 25-02. Motion passed unanimously.</p>
b. Decent Distribution Repairs	<p>Zach explained that staff made further repairs to a section of Wakonda Beach Road. President Cuellar asked about customer complaints, and Angela confirmed they were minimal. A discussion ensued about the previous breaks on Wakonda Beach Road and how they could be addressed in the future. Alternate and outside funding would need to be secured to replace the aging AC line.</p> <p>Zach also mentioned that M&M Excavation was hired to replace a fire hydrant on NE Forest Hill St. The contractor was hired because the hydrant was in a tricky location and on an AC line.</p>
c. Notice of Award for PRVs	<p>Angela stated that a Board Motion was required to move forward with the PRV contract with Cascade Waterworks. Zach reminded the Board that the PRVs were located at Wakonda Beach Rd and Seabrook Ln. The anticipated date of completion is December, 2024.</p> <p>Director Tucker moved, seconded by Director Sommer, a motion to accept the Notice of Award to be presented to Cascade Water Works for the PRV Replacement portion of the Valve Bolt Project. Motion passed unanimously.</p>
8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION	
a. PUD and Water District Audit	<p>Angela briefed the Board on some discrepancies addressed in the draft that were previously brought to attention by Director Sherkow. The inconsistency was due to a Budget Resolution made in error at the start of FY 24.</p> <p>Director Tucker made a motion to accept the Audit Draft. Motion seconded by Director Sommer. Motion passed unanimously.</p>
b. Wage Survey	<p>Director Tucker stated he was still working on this project. The data received was so varied that he was following up with some participants for clarification and supplemental info. He confirmed his main focus is tying job descriptions to accompanying certification levels and that this was proving less straightforward than anticipated. He noted he was pleased with the PUD’s policy of tying wage steps to employment time as well as certification level. He would present the project results at next month’s meeting.</p>
c. District Boundaries	<p>Director Tucker stated he found the original Southwest Lincoln County Water District boundaries from 1945. However the document is written in surveyor terms and does not reference street names. He stated he was particularly concerned by the Northern boundary and potential errors in current boundaries. He spoke with the surveyor’s office and they will try to modernize the boundaries and put into their GIS map. Zach confirmed that the distribution maps did not indicated any boundaries.</p> <p>Retired Director Turner said the boundaries were contingent on properties being annexed and that the work done by surveyors was often successfully contested. He recalled his property being annexed into the District in the 1970’s and that might be when the northern boundaries became convoluted.</p> <p>Director Tucker said the surveyor’s office should have annexation records and that they were not required to be part of county records. Retired Director Turner and Director Tucker discussed the possibility that properties without a meter were</p>

	<p>annexed into the Water District at one point.</p> <p>It was decided that “Outside District” rates be maintained until further research could be done, and that they be subjected to the previously approved 9% rate increase.</p>
9. CORRESPONDENCE AND REPORTS	None
10. OTHER ITEMS OF INTEREST	<p>Retired Director Turner briefed the Board about Vice President Anthony’s recent health issues.</p> <p>Director Tucker noted he spoke with Quinton Smith of YachatsNews who told him it was possible to hire an outside party to take the meeting minutes, which would allow board members to fully focus on the discussion at hand, and that the outside firm could be hired at a minimal cost. Director Tucker stated he did not have an opinion on the matter, but that he felt it worth sharing. President Cuellar said she was opposed to the idea because an outside party would not have prior knowledge of topics being discussed. Retired Director Turner said the meetings could be recorded. President Cuellar was also opposed to that because even if the recordings are transcribed, the recordings still need to be retained for 10 years, including the equipment needed to play them back. No conclusion or action taken on the topic.</p> <p>Director Sommer stated he was still sourcing a mail machine, and the delay was due to a non-existent local market. President Cuellar stated she still believed procuring a machine was worthwhile.</p>
11. ADJOURNMENT	President Cuellar adjourned the meeting at 12:00pm.

Roxie Cuellar, Board President
 Roxie Cuellar, Director Subdivision 1

Date 8/20/24

Franklin Sherkow, Board Secretary
 Franklin Sherkow, Director Subdivision 4

Date 8/20/24