



**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
17 September 2024 – 10:10 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 August 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. Service Charges and Billing System
 - b. Yachats Supplemental Water
 - c. Distribution Repairs
 - d. Lincoln County ARPA Grant
- 5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
- 6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
- 7. CORRESPONDENCE AND REPORTS**
- 8. OTHER ITEMS OF INTEREST**
- 9. ADJOURNMENT**

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

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

17 September 2024 – 10:05 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:05 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Director Sommer, Director Tucker and Director Sherkow. PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier, were also present. Vice President Anthony was excused due to a medical condition.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	<p>President Cuellar added an Executive Session to the agenda as a new Item #5. Consideration of a Resolution 25-04 related to the SDC Methodology was added to New Business for the Board. Director Sherkow added tank ladders, hydrant pressure test/flow tests, and employee certifications to the Managers Report. He also added the PUD buildout analysis and consideration on the Notice to Proceed (NTP) for GSI for the Water Management and Conservation Plan (WMCP) 2025 cycle. Director Tucker added an item on the PUD boundary. Approval of agenda changes were moved by Director Sherkow and seconded by Director Sommer. Motion passed unanimously.</p> <p>Director Sherkow noted that the PUD was entering its 80th year anniversary in September.</p>
d. Note Guests Present	Bill Turner (past PUD Director and WD Commissioner)
e. Review and Approval of August Meeting Minutes – Action Item	Director Sommer made a motion to approval to August PUD Board Meeting minutes. It was seconded by Director Sherkow. Motion passed unanimously.
2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	Mr. Turner gave the Borad an update on the medical progress being made my Vice President Anthony, noting the he indents to return to the Board meeting in October. He also complimented PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier for their cooperation and effectiveness in the fulfillment of the District Manager duties. Other Board members joined him in his observation.
3. TREASURER’S REPORT	
a. Review and Approval of Disbursements – Action Item	Several items were discussed. Director Sherkow moved the approval of the August Disbursements. The motion was seconded by Director Sommer. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Angela briefed the Board on the financial report. She noted that some money would be moved to the Local Government Investment Pool (LGIP or pool) and some cash would remain in the account at the 1 st Security Bank in anticipation of near-term obligations. Director Sherkow moved the approval of the August Financial Report. The motion was seconded by Director Sommer. Motion passed unanimously.
c. Treasurer Report/Update	Angela reported that the audit work was going well. Data related to assets and liabilities will be updated as a result of the audit findings. After a short discussion, it was recommended that the first payment for the new service truck be made by check. On the Cash Flow Projection, it was noted that the final reimbursement from the Planning Grant from ODOE was received and will be added to the projection.

4. MANAGERS REPORT	
<p>a. Service Charges and Billing System</p> <p>CUSI Contract – Billing System Contract</p>	<p>Angela noted the continuing problems with the current billing system owner and systems. The lack of urgency to problems and the failure to fix ongoing problems (data loading, e-billing functions, charges for services, etc.) made it necessary to seek alternatives.</p> <p>She received two quotes for a replacement billing provider.</p> <ul style="list-style-type: none"> - The first firm is based in the US and uses state-of-the-art software and processing routines. The cloud-based service coordinates with Quickbooks and GIS. The implementation fee is an initial \$13,150 (including uploading the entire PUD billing history for \$700) and \$1,620 per month plus card service fees. Card services were processed inhouse. The changeover could begin immediately. - The second firm is similar to the existing billing system. It did not support email communications and would start after March 2025. <p>After some discussion, Director Sherkow moved the approval of contracting with CUSI (Continental Utility Solutions, Inc.) for the billing system as described in the service/price quote provided to the PUD. The motion was seconded by Director Sommer. Motion passed unanimously.</p>
<p>b. Yachats Supplemental Water</p> <p>Supplementary Water Purchase Agreement – City of Yachats</p>	<p>Angela reported that the City of Yachats signed the Supplementary Water Purchase Agreement on August 22, 2024. The PUD then signed the agreement.</p> <p>Zach reported that he was in contact with City staff. The water connection will be tested at the anticipated flow. He will ensure that the \$10,000 payment by the City will be secured. Director Sherkow asked that Zach check with the City about the findings of the seismic study for the older water storage tank.</p>
<p>c. Distribution Repairs</p>	<p>Zach reported on a pipe break of a 2-inch line under Hwy. 101 near Shorepine Crest. He estimated a cost of \$3,500 to pull a new line and intended to use Pioneer Construction. He also reported a break in a 6-inch line when Wells Construction was doing other work. It was repaired with the contractor's help.</p>
<p>d. Lincoln County ARPA Grant</p> <p>IconiPro Video Surveillance Contract</p>	<p>Angela applied for and the PUD received \$45,000 in a grant to water utilities from Lincoln County. She reported that the grant was based on the need for a new roof on the Blodgett Water Treatment Plant building and for security equipment.</p> <p>After a brief discussion, Director Sherkow moved the approval of the IconiPro contract (proposal presented at the June 11, 2024 PUD Board Meeting). The motion was seconded by Director Sommer. Motion passed unanimously.</p> <p>Director Sherkow asked that Angela return at the October Board Meeting with recommendations for the Water Treatment Plant roof replacement and how to treat the expenditure within the FY 25 Budget.</p>
<p>e. Tank Ladders</p>	<p>Zach said that he intended to coordinate with Cascade Water Systems, Inc. on the tank ladder purchase/installation when they undertake the PRV implementation work, scheduled for November 2024.</p>
<p>d. Hydrant Pressure/Flow Test</p>	<p>Director Sherkow noted that he has been seeking this testing for more than a year and request a schedule from staff about when these tests for all hydrants would be done. Zach noted that the test could effectively be done in the winter months and that he would provide a schedule at the next meeting.</p>
<p>e. Employee Certification</p>	<p>Zach noted that Gabe and Taylor were preparing for their tests for Distribution – Level 1. Mike was studying for the Distribution – Level 2 test and waiting until the prescribed time had passed in order to sit for the test. Zach was looking to take his test for Water Treatment Operator – Level 2 in December.</p>

<p>5. EXECUTIVE SESSION</p>	<p>Pursuant to ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent.</p> <p>Results – No action taken</p>
<p>6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</p> <p><i>Resolution No. 25-04 – SDC Methodology</i></p>	<p>President Cuellar noted that, in order to have a hearing at the November 2024 Board Meeting about the SDC fee, there needed to be a 60-day period to make the SDC Methodology available to the public prior to the consideration of the change in the fee rate. She said that a notice should be published about the methodology availability, how to get a copy, and the intention to have a hearing at the November meeting. Angela said that it could be posted on the PUD website. The earliest effective date would be January 1, 2025.</p> <p>Director Sherkow moved the approval of Resolution 25-04 approving the System Development Charges Methodology (prepared by Civil West Engineering – Nov. 2023). The motion was seconded by Director Sommer. Motion passed unanimously.</p>
<p>7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Employee Pay and Incentive Table</p>	<p>Director Sherkow requested that the data collected by Director Tucker be made available as the basis for a PUD version which had job positions and time in grade. He asked that it also include incentives for field and office staff who “went above and beyond” their jobs and for incentives to encourage staff secure higher certification than required for their present positions. Director Tucker said that he would provide the raw data collected and then the Board could decide on how to use it. He also said that some of the entities from which data was collected were union shops and, therefore, had other considerations than the PUD may encounter.</p>
<p>b. Buildout Analysis</p>	<p>Director Sherkow asked that the Board make progress on scoping the study that was included in the FY 25 budget for analyzing the water demand at a point when all buildable parcels/lot were developed. He noted the data secured by Director Tucker from the County that included “buildable”, “septic denied”, and “unbuildable” lots in the PUD area. Director Tucker offered to talk to County staff to determine the origin and other background information about the lists. It was noted that as septic technology advanced, more lots may be buildable.</p> <p>The purpose of the analysis was to determine the ultimate water demand within the PUD area before any long-term water sales were made to Waldport or Yachats.</p> <p>President Cuellar offered to get copies of the County’s and Waldport’s General Plan maps having to do with development potential. Director Sherkow said that he was meeting with Civil West Engineering on the following day and would talk with them about using PUD’s GIS to map the location of the data included in the County’s lists. The subject was carried forward to the next meeting.</p>
<p>c. PUD Boundary</p>	<p>Director Tucker stated that the boundaries for the PUD appear to be unresolved given the County’s lack of actions to address the boundaries as set forth in Subdivision Redistricting Ordinance – Ordinance 2 (approved on April 26, 2023). After some discussion, the Board directed Zach and Angela to talk with Gary Nyhus, LS, about the annexation files in the PUD office. The question to be addressed is the accuracy of the PUD given that data. The GIS records could also be consulted.</p>
<p>d. Water Management and Conservation Plan</p>	<p>Director Sherkow recalled for the Board that a contract for this work was approved by the Board with GSI Water Solutions, Inc. (GSI) at the June 11, 2024 Board meeting. However, it was noted that the Notice-to-Proceed (NTP) was withheld while PUD staff investigated as to whether or not outside funding was available.</p>

GSI Contract NTP	<p>Now, it appears that no outside funding was available. The FY 25 budget assumed a grant for \$25,000 would fund this work. That is no longer the case. Director Sherkow requested that the Board give GSI the NTP, given that the time needed to complete the plan would take the PUD up to the deadline on June 2025. After some discussion, Director Sherkow moved that GSI be informed that they now have the NTP for the Plan effort. Director Tucker seconded the motion. Motion passed unanimously.</p> <p>Director Sherkow requested that Angela come back at the October Board meeting with recommendations about how the cost will be treated in the FY 25 budget.</p>
8. CORRESPONDENCE AND REPORTS	<p>Director Sommer said that he located a pre-owned mailing machine at a reasonable price. The price would be \$4,000 plus \$400 shipping. Angela said that she would work with Director Sommer on buying the machine.</p>
9. OTHER ITEMS OF INTEREST	<p>Director Tucker complimented Zach and Angela for their coordinative work and successful results thus far. He also noted the organizational and morale benefits of providing staff with t-shirts, sweatshirts and other items with the organizational logo. Angela said that she would look in to it.</p>
10. ADJOURNMENT	<p>President Cuellar adjourned the meeting at 12:14 PM.</p>

Roxie Cuellar, Board President
 Roxie Cuellar, Director Subdivision 1

Date 11/19/24

Franklin Sherkow, Board Secretary
 Franklin Sherkow, Director Subdivision 4

Date 11/19/24