



**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
11 June 2024 – 10:15 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 May 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. Wakonda Beach Rd Repairs
 - b. Yachats Supplemental Water
 - c. Billing Specialist Recruitment Update
 - d. HR Training
 - e. IconiPro Video Surveillance Proposal
 - f. Employee Certification
- 5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Rate Increase
 - b. Cola and Wage Survey
 - i. Resolution 24-04
 - c. PUD and Water District Audit
- 6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Water Management Conservation Plan: Scope of Work
 - b. Waterline Project: Engineering Update
 - c. 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

May 14, 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

BOARD OF DIRECTORS MEETING

11 June 2024 – 10:15 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:15 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony, Director Sommer, and Director Sherkow. PUD Managers, Ms. Angela Vogl and Mr. Zachary Forcier, were also present.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar requested that an item be added for the Appointment of a Board Treasurer (Item #3d). Director Sherkow moved that the agenda be approved as amended. It was seconded by Vice President Anthony. Motion passed unanimously.
d. Note Guests Present	None
e. Review and Approval of May Meeting Minutes – Action Item	Vice President Anthony moved, seconded by Director Sommer, a motion to approve the April PUD Board Meeting Minutes. Motion passed unanimously.
2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	None
3. TREASURER'S REPORT	
a. Review and Approval of May Disbursements – Action Item	Angela noted that payments to Civil West Engineering and the Bolt Replacement contractor should be expected in July. Director Sherkow moved the approval of the May Disbursements. The motion was seconded by Director Sommer. Motion passed unanimously.
b. Monthly Financial Report for May – Action Item	Director Sherkow moved and Vice President Anthony seconded a motion to approve the May financial report. Motion passed unanimously.
c. Treasurer Report/Update	Angela said that she would update the Assets and Liability Statement with advice from the auditor. She briefed the Board on the Cash Flow Statement. Director Sommer said that, as a result of his observations of the billing mail system, he was exploring the acquisition of a mailing machine in order to save time and effort each month in getting the water bills prepared for mailing.
d. Board Treasurer Appointment	Vice President Anthony moved, seconded by Director Sherkow, a motion to approve the appointment of Director Sommer as the Board Treasurer. Motion passed unanimously. New signature cards will result making Director Sommer an eligible signatory for PUD accounts.
4. MANAGERS REPORT	
a. Wakonda Beach Rd Repairs	Zach briefed the Board on repairs to the water break. Wells Construction was hired to do work on the project. A section of pipe was replaced. The effort required boring under the road, excavation, and additional work. The cost was estimated to be approximately \$7,200, including flaggers.

BOARD OF DIRECTORS MEETING

11 June 2024 – 10:15 AM

b. Yachats Supplemental Water	President Cuellar said that Mr. Pete Gintner (PUD attorney) and the Yachats City Manager were to meet on the upcoming Thursday for further talks. Zach noted that with a base rate (each month) and an additional rate for water used, there were several options. Director Sherkow asked how much water the City was asking to use, noting that they indicated a flow rate of 100 gpm to be available. He said that the PUD should clearly understand the total water volume being requested. President Cuellar said that she would ask Mr. Gintner to request that data from the City.
c. Billing Specialist Recruitment Update	Angela said that she had identified some candidates for the position of Billing Clerk. She interviewed the top three applicants and expected to make a hiring offer this week with an immediate start of the individual.
d. Human Relations Training	Angela and Zach attended an SDAO training class on HR issues. They thought the session was worthwhile and it might result in some changes to the PUD Employee Handbook.
e. IconiPro Video Surveillance Proposal	Angela recalled for the Board that the PUD had received a grant of \$2,500 from SDAO for security equipment. Zach and Angela secured a proposal from IconiPro Video Surveillance including equipment at the office and Blodgett locations (shop and treatment plant buildings). Director Sherkow asked if some sort of intruder alert mechanism could be included. Staff indicated that they would follow up with the security firm. The Board generally agreed with the substance of the proposal and price.
f. Employee Certification	Tyler and Gabe were going to wait until their 2-year employment anniversary had passed so they would both be eligible to take both the Treatment – Level 1 and Distribution – Level 1 tests at the same time.
5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION	
a. Rate Increase	<p>Angela opened the discussion by reviewing the water rate increase assumption in the recently adopted FY 25 budget. It was a 9% increase across all user categories. Director Sherkow used the Budget Builder spreadsheet to indicate how various assumptions could be examined quickly in a multi-year setting. He noted that future assumptions about costs and revenue indicated a favorable financial picture, but that there were costly capital projects still to be faced.</p> <p>For FY 25, he indicated that the cash reserve target of \$300,000 could be met within the budget assumptions with a 9% water rate increase starting July 1, 2024.</p> <p>Vice President Anthony moved, seconded by Director Sommer, a motion to approve a 9% water rate increase across all user categories and all connection sizes. Motion passed unanimously.</p>
b. COLA Resolution 24-04 and Wage Survey	<p>The wage survey information was carried over until the July meeting.</p> <p>Resolution 24-04 (Cost-of-Living Adjustment Pay Increase for Employees for FY 25) was discussed. The Board previously indicated that they would use the West Region CPI for May 2024 to set the COLA for the upcoming fiscal year. Since the Board meeting date was changed for the June meeting, the figure was not available until June 12, 2024. The Board decided to use the May 2024 figure (released on June 12th).</p> <p>Vice President Anthony moved, seconded by Director Sommer, a motion to approve the Cost-of-Living increase for all employees based on the West Region CPI year-over-year May 2024 data. Motion passed unanimously.</p> <p><i>[West Region CPI for May 2024 was a 3.3% increase year-over-year.]</i></p>
c. PUD and Water District Audits	Carried over until the July 2024 meeting.

<p>6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Water Management Conservation Plan: (WMCP) Scope of Work</p> <p>GSI Contract for WMCP</p>	<p>Angela briefed the Board concerning the GSI proposal for the WMCP effort, which is due in mid-2025. The cost in the proposal was \$24,800 and covered the required elements. Angela indicated that State funding was available and she would seek a grant in the next cycle (estimated to be in the fall of 2024). The State funding required that they review the scope and other contractual provisions prior to incurring costs.</p> <p>The Board decided to award the project to GSI. The contract limit was below that needed for competitive proposals. Director Sherkow moved, seconded by Director Sommer, a motion to approve the award of the project to GSI with the condition that the Notice-to-Proceed (NTP) <u>not</u> be issued until staff could hear from the State about how to proceed if State funding is involved (may have to wait on the NTP until the State can review the scope and contract). Motion passed unanimously.</p> <p>Zach said that he was working with Rick McClung on the past due progress report.</p>
<p>b. Waterline Project: Engineering Update</p>	<p>Director Sherkow said that Mr. Gintner, Angela, Zach, and he had met on the latest draft from Civil West Engineering. The PUD team was working on standard contract projects, and that the scope, schedule, and budget appear to be near finalization.</p>
<p>c. Renewable Energy Grant</p>	<p>Director Sherkow briefed the Board on the project. He noted that the grant application had been submitted on time (before May 10, 2024) and that the PUD had received one question from ODOE to clarify the application material. A response was made last week. The notice of grant awards is scheduled for September 2, 2024. There was nothing more to be done by staff until that time. He thanked Angela for her efforts on this matter.</p>
<p>7. CORRESPONDENCE AND REPORTS</p>	<p>Angela noted that she received information from Lincoln County which made \$398,000 available to water and wastewater agencies. The award limit was to be \$50,000 per agency on a “first come-first serve” basis. After some discussion about what types of projects to offer in an application, the Board came to a consensus to request money for the Treatment Plant roof (in need of repair) and security equipment. Angela said that she would apply for the grant funding immediately.</p>
<p>8. OTHER ITEMS OF INTEREST</p>	<p>President Cuellar said that she talked with Mr. Terry Thissell about the development projects being discussed in Waldport. He owns the land east of the ODOT Weigh Station on US-101. He said that his firm was planning 50 residential lots and 30 commercial lots. President Cuellar said that the site would be served by PUD.</p> <p>Zach reported that he and Angela finished the annual Consumer Confidence Report (CCR). Angela would upload it to the website this week.</p> <p>Zach and Angela were working on the fuel tanks (gasoline and diesel) for the Blodgett facility. It was noted that USFS had approved the project and staff was getting prices for the equipment. Zach was finalizing the location at the Blodgett site.</p>
<p>9. ADJOURNMENT</p>	<p>President Cuellar adjourned the meeting at 11:47 AM.</p>


_____, Board President
Roxie Cuellar, Director Subdivision 1

Date 8/20/24

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 8/20/24