



**SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S UTILITY DISTRICT  
(SWLCWPUD)**  
7740 HIGHWAY 101 NORTH, YACHATS, OR // PO Box 368 Waldport, OR  
[www.swlcwpud.org](http://www.swlcwpud.org)  
541-547-3315



**BOARD OF DIRECTORS MEETING AGENDA  
16 March 2022 – 10:15 AM**

The regular meeting will be held at 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 February Minutes – Action Item
- 2) PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 3) OFFICER'S ELECTION**
- 4) CIVIL WEST PRESENTATION**
  - a) Legislative Request – Dick's Fork Tank
  - b) Letters of Interest
- 5) TREASURER'S REPORT**
  - a) Review and Approval of Disbursements – Action Item
  - b) Monthly Financial Report – Action Item
    - i. PERS Issues
    - ii. USDA Loan as Long-Term Liability
  - c) Treasurer Report/Update
- 6) DISTRICT MANAGER'S REPORT**
  - a) Update Customers Count on Web Portal and Past Due Accounts
  - b) Water Production Cost
  - c) Staffing Update and Employee Certification
  - d) Update of Outstanding Projects
- 7) OTHER OLD BUSINESS for BOARD CONSIDERATION**
  - a) Rules and Regulations
- 8) OTHER NEW BUSINESS for BOARD CONSIDERATION**
  - a) Energy Efficiency Measures for Blodgett WTP
- 9) CORRESPONDENCE AND REPORTS**
- 10) OTHER ITEMS OF INTEREST**
- 11) EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(a) & (i).**
  - a) To consider the employment of a public officer, employee, staff member or individual agent.
  - i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
    1. DM Evaluation
- 12) ADJOURNMENT**

March 7, 2022

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

[www.swlcwpud.org](http://www.swlcwpud.org)

541-547-3315

**BOARD OF DIRECTORS MEETING**

16 March 2022 – 10:05 AM

<b>1) REGULAR MEETING CALL TO ORDER</b>	President Tucker called the meeting to order at 10:08 AM at the conclusion of the Water District meeting.
a) Determine Quorum Present	President Tucker deemed that a quorum was present: President Tucker, Vice President Cuellar, Director Anthony, Director Turner, and Director Sherkow
b) Conflict of Interest Declarations	None reported
c) Agenda Changes and Agenda Approval – Action Item	Item #8b – Employee Costs; and Item #8c – Retirement of Director Turner
d) Note Guests Present	Representative of Civil West (Keven Shreeve) was present for the Civil West presentation, SWLCWD Commissioner Hurd, and Bill Gulacy (moved to the area, background in wastewater treatment) invited by Director Turner.
e) Review and Approval of February Minutes – Action Item	Director Anthony moved adoption of the February PUD Board meeting minutes. Vice President Cuellar seconded the motion. Motion passed unanimously.
<b>2) PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)</b>	None
<b>3) OFFICER’S ELECTION</b>	<p>President Tucker made some opening remarks and said that he was stepping down as Board President but would remain on the Board. Director Turner nominated Vice President Cuellar as President. Director Sherkow seconded the motion. Hearing no other nominations, President Tucker closed the nominations and called for the vote. Motion passed unanimously.</p> <p>The gavel was turned over to President Cuellar. With her election to the position of President; it left the position of Vice President vacant. She called for nominations to fill that position. Director Turner nominated Director Anthony to fill the position of Vice President. Director Sherkow seconded the motion. Hearing no other nominations, President Cuellar closed the nominations and called for the vote. Motion passed unanimously.</p>
<b>4) CIVIL WEST PRESENTATION</b>	Mr. Keven Shreeve (Civil West) said that the Preliminary Engineering Reports would be complete in about 4 weeks. He worked with DM Anderson and the Letter of Interest to BizOR for <b>SDWRF</b> money had already been submitted (ahead of the deadline of March 15, 2022). He added that, in his opinion, money was available, but it was still to be determined as to how much money, what form (loans vs. “grants”), how much the PUD could afford (loans and matching funds), and how it would impact the future water rates.
a) Letters of Interest	
b) Legislative Request – Dick’s Fork Tank	Director Sherkow recounted the efforts of seeking <b>Legislative funding</b> through Representative Gomberg’s office for the Dick’s Fork Tank. The project did not make the final funded list, but that Rep. Gomberg’s office was seeking other possible funding. President Cuellar said that she also had a discussion with Rep. Gomberg about additional funding. Director Sherkow suggested writing a “Thank You” letter to Rep. Gomberg and offered to draft such.
c) Other Funding Pursuits	Mr. Shreeve noted that the PUD’s efforts to get funding from <b>FEMA</b> had successfully passed to the next level in the application review process. He would work with DM Anderson on the Advanced Application due June 24 <sup>th</sup> .

	<p>DM Anderson briefed the Board about a new funding source - <b>Fiscal Year 2023 Congressional Directed Spending Requests</b>. The information about funding came through the US Senators' offices via the County Board of Commissioners. The application form was to be completed and returned to the Senators' offices by April 1<sup>st</sup>. He was working with Civil West to complete the submittal. Three letters of support were required and this would be done, as well. Several Board members made suggestion about who should be asked for such letters. President Cuellar suggested that the more letters of support, the better.</p> <p>Director Sherkow noted that some project had to do with increase distribution pipe sizes, and asked if there were areas in the PUD that had insufficient fire flows at fire hydrants, and that if so, that these areas be prioritized for projects to address this issue. In the meantime, he suggested that information be sought from the Yachats Rural Fire Protection District (YRFPD) to seek if there is sufficient flow. He suggested that if there not such flows, that this could affect immediate residential and commercial development in those areas. DM Anderson also suggested that new development at the Waldport Industrial Park could also be affected by not having the Dick's Fork Tank replacement accomplished. DM Anderson also noted that fire hydrants connected to a 4-inch line or smaller might have insufficient fire flows. President Cuellar suggested that questions concerning possible development "moratoriums" be directed to the PUD attorney for a response. After a brief discussion, Director Sherkow suggested that the PUD begin to issue a "Will Serve" letter for prospective development permit applicants. DM Anderson said that he would gather more information from YRFPD and, if necessary, from County Planning Dept. and the PUD attorney.</p> <p>DM Anderson noted some additional funding associated with protection against "terrorism" might be available. He would look into it.</p>
<p><b>5) TREASURER'S REPORT</b></p>	
<p>a) Review and Approval of Disbursements – Action Item</p>	<p>Director Sherkow moved the approval of the Disbursement List for February and Director Tucker seconded the motion. Motion passed unanimously.</p>
<p>b) Monthly Financial Report – Action Item</p>	<p>Vice President Anthony moved the approval the February Financial Statement. President Cuellar seconded the motion. Director Sherkow restated the lack of the USDA loan as part of the list of Long-Term Liabilities. He asked the motion-maker for a "friendly" amendment to the motion such that the motion only approve the pages related to the General Revenue and Expenses and all page thereafter. Vice President Anthony accepted the amendment. Motion passed unanimously.</p>
<p>i. PERS Issues</p>	<p>Director Turner explained that, after communications with OR PERS staff, the referenced line items in the monthly Financial Report were "unfunded actuarial amounts" assuming the liability if all affected employees retired all at once. It did not represent an unfunded deficit or any lack of timely retirement payments on the part of the PUD. The PERS staff noted that the problem is statewide and would be brought down to a zero balance by 2036.</p> <p>DM Anderson said that in his discussions with PERS, it was determined that the PUD was fulfilling its obligations and that no additional payments were necessary.</p>
<p>ii. USDA Loan as Long-Term Liability</p>	<p>No progress yet.</p>
<p>c) Treasurer Report/Update</p>	<p>President Cuellar noted that there was a fraud protection program at Columbia Bank for \$10/month. DM Anderson replied that the PUD has such bank protection.</p>

	<p>Director Turner suggested that about \$100,000 be kept in the bank checking account. President Cuellar reminded the Board that it was fast and easy to transfer money from the State Pool to our account and that getting some interest revenue from the State Pool was better than what the bank paid.</p> <p>Director Sherkow recommended that PUD staff, especially the DM, log their hours related to capital projects to those projects. This would accurately track these costs and be able to attribute them to the “local matching” required. Similarly, Civil West and any other consultant’s time should be tracked by project, as well.</p> <p>Director Turner expressed a desire to have a working session about water rates and possible increases. Director Sherkow noted that there were issues related to increasing inflation (chart was distributed), salary adjustments including cost-of-living increases, and funds needed to develop capital projects. He suggested that all of these factors were part of the issues that would affect water rates. President Cuellar noted that the PUD was about two months away from developing a new budget.</p>
<b>6) DISTRICT MANAGER’S REPORT</b>	New truck scheduled for delivery in May
a) Update Customers Count on Web Portal and Past Due Accounts	Update next month
b) Water Production Cost	<p>Analysis was progressing, focusing on energy costs. <i>Issue</i> – more energy used at the Blodgett facility to heat the buildings than for water production. The study is to determine how much it cost to produce 1,000 gallons of water. Water loss will also be examined (i.e., water production vs. billed amount – fire flow – flushing). The age and accuracy of the meters currently in use was also a question.</p>
c) Staffing Update and Employee Certification	<p>Barry is having difficulty passing the certificate test for his position. One option is to have the City of Yachats Treatment Plant Operator hold the certificate for PUD’s plants. This might come in the form of hiring him as a part-time employee. The Board consensus was to proceed and have DM Anderson will return to the Board with more details.</p>
d) Update of Outstanding Projects	<p>Water Rights – one of the requirements is to update the Water Management and Conservation Plan (WMCP) <i>[Provides a description of the water system, identifies the sources of water used by the community or district, and explains how the water supplier will manage and conserve supplies to meet future needs. Preparation of a WMCP is intended to represent a proactive evaluation of the management and conservation measures that water suppliers can undertake.]</i></p>
<b>7) OTHER OLD BUSINESS for BOARD CONSIDERATION</b>	
a) Rules and Regulations	<p>Director Tucker asked whether the “Institutional” section was needed as a standalone item. He volunteered to send the DM his suggestions.</p> <p>Section 3 – suggested replacing the word “fees” with “charges”.</p> <p>The issue of valve shut-offs was also discussed concerning not having the customers turn off the valve at the meter, but to have their own shut-off valve on their side of the meter.</p>

BOARD OF DIRECTORS MEETING  
16 March 2022 – 10:00 AM

<b>8) OTHER NEW BUSINESS for BOARD CONSIDERATION</b>	
a) Energy Efficiency Measures for Blodgett WTP	Update for next month
b) Employee Costs	Director Tucker expressed a desire to see the “fully burdened” employee cost compared to gross employee wage levels.
c) Retirement of Director Bill Turner	Director Turner expressed his intention to resign from the PUD Board. The date will coincide with a replacement. DM Anderson also proposed to get a notice out to customers in Subdivision 2 for possible interest in serving on the Board.
<b>9) CORRESPONDENCE AND REPORTS</b>	A water leak case was brought to the Board from Kim Caldwell (422 SW Wakonda Beach Rd.). The customer requested a payment plan, which the Board granted, and asked the DM to work it out with the customer.
<b>10) OTHER ITEMS OF INTEREST</b>	Two letters and a draft audit report from Grismstad & Associates were distributed. These will be reviewed for the April meeting. Based a first scan, DM Anderson said that there were no major concerns in the audit report. DM Anderson requested feedback within the week so that the report could be filed with the State by March 31, 2022.
<b>11) EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(a) &amp; (i).</b>	Begun 12:39 PM
a) To consider the employment of a public officer, employee, staff member or individual agent.	
i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.	
1. DM Evaluation	Results of evolution were briefly discussed. No action was taken. Session ended at 1:02 PM. A subsequent Execute Session was scheduled for Monday, March 21, 2022 at 1 PM.
<b>12) ADJOURNMENT</b>	Director Sherkow moved that the meeting be adjourned. Seconded by Vice President Anthony. Motion passed unanimously. Meeting closed at 1:03 PM

Roxie Cuellar, Board President  
Roxie Cuellar, Director Subdivision 1

Date 4/20/22

Franklin Sherkow, Board Secretary  
Franklin Sherkow, Director Subdivision 4

Date 4/20/22