



**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  
19 July 2023 – 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. 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. DISTRICT MANAGER'S REPORT**
  - a. Waterline Improvement Project funding update
  - b. Employee Certification
  - c. Hydrant Pressure Test
- 5. OTHER NEW BUSINESS for BOARD CONSIDERATION**
  - a. System Development Charge
- 6. OTHER OLD BUSINESS for BOARD CONSIDERATION**
  - a. Valve Project Update
  - b. City of Yachats Water
  - c. Renewable Energy Grant
- 7. CORRESPONDENCE AND REPORTS**
- 8. OTHER ITEMS OF INTEREST**
- 9. ADJOURNMENT**

July 14, 2023

**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**  
**19 July 2023 – 10:00 AM**

<b>1. REGULAR MEETING CALL TO ORDER</b>	President Cuellar called the meeting to order at 10:03 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony, Director Tucker, Director Turner and Director Sherkow.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	None
d. Note Guests Present	None
e. Review and Approval of June Meeting Minutes – Action Item	Motion by Director Tucker and seconded by Director Turner to approve the minutes of the June Board Meeting minutes. Motion passed unanimously.
<b>2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)</b>	None
<b>3. TREASURER’S REPORT</b>	
a. Review and Approval of Disbursements – Action Item	Director Sherkow moved that the June Disbursements be approved. Director Tucker seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	<p>Director Sherkow asked that the variance column for “Income” be corrected on page 5. Director Tucker asked if SDC income was budgeted for FY 24. DM Anderson said that due to the unpredictable nature of the item, it was only budgeted at \$10,000. Similarly, the item for “New Service Hookups” was also budgeted at \$10,000 for FY 24.</p> <p>President Cuellar and DM Anderson had a discussion about how SDC should be treated for a customer that previously had service but was interrupted for some period. It was agreed that this topic would be dealt with in the future as the SDC methodology was considered.</p> <p>Director Turner moved that the June Financial Report be approved as amended. Vice President Anthony seconded the motion. Motion passed unanimously.</p>
c. Treasurer Report/Update	Director Turner briefed the Board on the Cash Flow analysis, noting that the cash on hand at the end of FY 23 was slightly more than previously expected.
<b>4. DISTRICT MANAGER’S REPORT</b>	
a. Waterline Improvement Project funding update	DM Anderson said that the processing of the project continued and that he expected a final agreement from BizOR before the next meeting.
b. Employee Certification	DM Anderson noted that Zach had passed the Water Treatment level 1 exam. He reminded the Board that the PUD needed a holder of either a level 3 Water Treatment or a level 2 with Water Distribution level 1 certificate. The DM noted that Mike had achieved Water Treatment level 1 and had a Backflow certificate. The two new field employees were working to obtain their Water Distribution 1 certificates.

<p>c. Hydrant Pressure Test</p>	<p>DM Anderson stated that staff found that 3 hydrants were inoperable and would be repaired or replaced immediately. In addition, 2 more hydrants were to be installed (replacements). Director Sherkow restated his position that areas within the District should be immediately identified if the fire pressure was lower than standard and/or the hydrant was inoperable. Staff should work with the Chief at the Yachats Rural Fire Protection District (YRFPD) to ensure fire pressure coverage is in place. He also asked for a map and other details about where substandard flows were detected and when they would be fixed. After some further discussion, DM Anderson was directed to discuss this matter with the YRFPD Chief and report back at the next meeting.</p>
<p><b>5. OTHER NEW BUSINESS for BOARD CONSIDERATION</b></p>	
<p>a. System Development Charge</p>	<p>A copy of the draft SDC Methodology developed by Civil West Engineering was distributed for review. DM Anderson briefed the Board on the contents. President Cuellar noted that the fee should be based on new system capacity and new users, and that it should be an improvement fund. DM Anderson noted that it appeared that Civil West has used the Master Plan projects and divided the cost by the expected population total. President Cuellar said that she had a copy of another water district's SDC methodology and wanted to see what they had done. DM Anderson noted that the current SDC fee was approximately \$3,000. He listed the current rates for other water districts as a comparison.</p> <p>Director Sherkow said that he understood that the SDC document would detail the "build-out" scenario for the district as opposed to a simple, straight-line population growth projection (as included in the draft). He wanted to know the existing system capacity which would be influenced by the equipment, staff and water rights. That data, he noted, should be compared to the build-out demand as described by the users, and not population. He said that the water demand in the PUD includes part-time users from beach houses, short-term rentals, motels/resorts/State Parks. This forecast could have a high, medium, and lower data curve.</p> <p>He then noted that water demand from Yachats and Waldport should be considered. In the case of Waldport, higher densities, or additional housing within the Urban Growth Boundary (inside the PUD boundary) might be expected. That demand estimate should then be layered on top of the previous demand forecasts for the PUD users.</p> <p>Director Tucker said that he believed that he had information from the County about buildable lots that could be used. Director Sherkow also noted that due to lots that were thought to be "unbuildable" might, in the future, be "buildable" due to advancements in septic system technology. The DM noted that extensions in sewer systems might occur through annexations. President Cuellar noted the growth would be largely governed by the Urban Growth Boundary, and that this was unlikely to change much, in her opinion. Director Tucker offered to distribute what data he possessed to other Board members.</p> <p>Director Sherkow also inquired about the cost estimate for the Dick's Fork Tank replacement, noting that the PUD had been using a \$3 M estimate and now this figure was notably less. He asked if the estimate included the piping necessary to connect the new tank to the system. He also asked if the Wakonda Beach Tank was needed. DM Anderson replied that he did not believe it was necessary if the Dick's Fork tank was replaced.</p>

	<p>Director Sherkow asked if the Water Distribution projects were excluded from the SDC draft costs. DM Anderson said that those costs were included because the projects had not yet gone into the construction phase. Director Sherkow said that, in his opinion, at least those SDC costs should be reduced by the grant portions of the project funding (~50%).</p> <p>DM Anderson asked that Board members get their comments about the draft to President Cuellar and DM Anderson after they have reviewed the draft. He noted that he would also talk with Civil West about some of these issues. The item would remain on the agenda for the next Board meeting.</p>
<p><b>6. OTHER OLD BUSINESS for BOARD CONSIDERATION</b></p>	
<p>a. Valve Project Update</p>	<p>DM Anderson said that final details were being worked on related to the contract, and that work would begin soon. He recalled that at a previous Board meeting (Dec. 21, 2022) it was noted that there were insufficient funds in the Project to make several Pressure Reducing Vaults (PRVs) Improvements, and that the items would be included in the Waterline Improvement Project. After further discussions with BizOR, it now appears that additional money could augment the original project amount. This would result in the PRVs replacements coming back into the Valve Bolt Replacement Project.</p> <p>After some discussion, Director Sherkow moved that DM Anderson be authorized to secure additional funding from BizOR up to \$150,000 (half as a grant and half as a 1%-loan over 30 years), and that he negotiates a new contract with Cascade Water Works LLC (Salem, OR) for the replacement PRVs. Seconded by Director Tucker. Motion passed unanimously.</p>
<p>b. City of Yachats Water</p>	<p>President Cuellar said that she had not heard anything new from the Yachats Mayor and asked if others had heard anything. There appeared to be no new information. DM Anderson noted that stream levels were very low and assumed that this might mean that the City might request water for later this season.</p> <p>It was noted that the existing Emergency Agreement might be sufficient to cover the situation that might arise in the next few months. There was a discussion concerning the definition of an "emergency" as it relates to the existing agreement. DM Anderson offered to clarify the situation and get a copy of the existing agreement out to Board members in order to refresh Board members knowledge about the provisions and rates.</p>
<p>c. Renewable Energy Grant</p>	<p>The PUD was waiting for the award letter and agreement from ODOE. This item would be brought forward to the next meeting.</p> <p>Director Sherkow outlined some highlights: SWLCWPUD has been awarded a reimbursable planning grant for \$40,000 (100% ODOE). We spend money and, at the end of the project, give them a request for reimbursement, receipts, final report, and list of outcomes. We pledged \$20,000 as an operating contingency (not a match - probably will not be needed). We can get 30% (\$12,000) upfront in order to get things started.</p> <p>This work must be done in 6 months. We planned to keep the public informed once the process starts. Can do this via the monthly newsletter on the back of the water bills. Probably want a public meeting before the end of the project. We also will engage a Project Team (already identified in the grant</p>

	<p>application).</p> <p>Technology analysis will center on in-pipe micro-hydroelectric, solar, and backup battery. The purpose of the planning grant is to outline details for possible construction grant.</p> <p>After some questions and discussion, it was agreed to bring this back to the Board for action on the ODOE agreement (probably at the August meeting).</p>
<b>7. CORRESPONDENCE AND REPORTS</b>	None
<b>8. OTHER ITEMS OF INTEREST</b>	<p>Board and DM training sponsored by the Special Districts Association of Oregon will occur on August 22<sup>nd</sup> in Newport. All members intend to attend.</p> <p>DM Anderson briefly discussed the possibility of moving the office at some future time and shared some thought about location and how to fund the move.</p> <p>Director Sherkow asked that future Progress Reports for upcoming construction and design work be included in the Board packages prior to the Board meetings.</p> <p>Director Tucker asked how the meter conversion effort was going. DM Anderson replied that work was proceeding at a measured pace.</p> <p>Director Tucker also asked if the staff was making progress on emergency diesel fuel storage at the Blodgett Maintenance Facility. DM Anderson said that he would pursue getting a bid for the work. Director Sherkow asked if USFS permission was necessary due to the fact that the PUD leased the land. DM Anderson said that he believed that it was already covered in the existing arrangements.</p>
<b>9. ADJOURNMENT</b>	President Cuellar adjourned the meeting at 11:55 AM.

Roxie Cuellar, Board President  
 Roxie Cuellar, Director Subdivision 1  
 Date 9/13/23

Franklin Sherkow, Board Secretary  
 Franklin Sherkow, Director Subdivision 4  
 Date 9/13/23