



**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  
15 November 2023 – 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 October Meeting Minutes – Action Item
- 2. TREASURER'S REPORT**
  - a. Review and Approval of Disbursements – Action Item
  - b. Monthly Financial Report – Action Item
  - c. Treasurer Report/Update
- 3. SUPERVISOR REPORT**
  - a. Dick's Fork & Beachside Ln Main Break
  - b. Valve Project Update
  - c. Fire Hydrants
  - d. Water Management & Conservation Plan
  - e. Certifications
- 4. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
  - a. ORWARN Membership
  - b. Employee Cross Training
  - c. Employee Compensation
- 5. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
  - a. Renewable Energy Grant
- 6. CORRESPONDENCE AND REPORTS**
- 7. OTHER ITEMS OF INTEREST**
- 8. 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](mailto:office@swlcwpud.org)

November 8, 2023

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

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

541-547-3315

**BOARD OF DIRECTORS MEETING**  
**15 November 2023 – 10:00 AM**

<b>1. REGULAR MEETING CALL TO ORDER</b>	President Cuellar called the meeting to order at 10:00 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. Staff supervisors, Ms. Angela Vogl and Mr. Zachary Forcier, were also present.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	DM Recruitment was added as Item #4d. Discussion about Paths and Trails was added as Item #4e. PC warranties was added as Item #4f. Waterline Design Procurement was added as Item #5b. Director Sherkow moved approval of additions to the agenda, seconded by Vice President Anthony. Motion passed unanimously.
d. Note Guests Present	None
e. Review and Approval of October Meeting Minutes – Action Item	Motion by Director Tucker to approve the minutes of the October PUD Board meeting. Seconded by Vice President Anthony. Motion passed unanimously.
<b>2. TREASURER'S REPORT</b>	
a. Review and Approval of Disbursements – Action Item	Director Sherkow asked that progress reports corresponding to the invoices from contractors and consultants be available at the time the Board considers approval of invoices. President Cuellar said that she would talk to the Civil West representative about that. Zach said that he would work on it with the contractor and Director Turner.  Director Sherkow moved the approval of the October Disbursements. Vice President Anthony, seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved that the October Financial Report be approved. Director Turner seconded the motion. Motion passed unanimously.
c. Treasurer Report/Update	Director Turner briefed the Board on the cash flow table and remarked that the Board should keep near-term expenditures to a minimum. He noted delays in getting funds from BizOR (one request for about \$8,000, and another for about \$61,000). Contact had been made with BizOR and they were working on them.
<b>3. SUPERVISORS' REPORTS</b>	
a. Dick's Fork & Beachside Ln Main Break	Zach briefed the Board about two major leak incidents – one at a valve location that was on the bolt replacement project list, and one that was not on the list. The contractor repaired the valve bolts at the project-listed location. Staff repaired the other. The results of the leaks were low pressure in a limited area and a water service outage in an area for a few hours. Service had been restored. Zach said that the cause was bolt failures, and he would look into additional locations that might have the older bolts.
b. Valve Project Update	Zach noted that the contractor was approximately 70% complete with the project. Work was proceeding at a fast pace. He would work with the contractor on progress reports.
c. Fire Hydrants	Zach said that all but one of the hydrants that were to be replaced had been with one exception. That location was on North Woolridge Ln. It will be replaced next month. Director Sherkow noted that when all hydrants were in working-condition

	<p>the next step was to conduct pressure tests to ensure adequate fire flows. Zach said that he would make contact with the Yachats Rural Fire Protection District (YRFPD) to establish a schedule.</p> <p>Director Sherkow also asked about the cost-sharing agreement for hydrants. Angela said that she was tracking those costs and was going to send YRFPD a reimbursement request once the work was complete.</p>
<p>d. Water Management &amp; Conservation Plan</p> <p style="text-align: center;">and</p> <p>Streamflow Monitoring</p>	<p>Angela noted the proposal letter (Nov. 2, 2023) from GSI Water Solutions, Inc. to complete an overdue progress report associated with the 2015 SWLCWPUD <b>Water Management and Conservation Plan</b>. The process established by the Oregon Water Resources Department (OWRD) required a progress report be submitted by Nov. 25, 2020. PUD failed to do that, and this proposed work was the method to address that condition. The proposal included five tasks at a proposed cost of \$5,985.</p> <p>After some discussion, it was determined that the Water Management and Conservation Plan only had a life of 10 years, meaning that the next version would have a year 2025 date. Director Sherkow suggested that instead of spending this money and time on fixing the 2015 Plan, which would only have a life of about 16 months after the consultant work had been done, that PUD find out if it could take that money and spend it on a required 2025 Plan. President Cuellar asked Zach to follow-up and ask OWRD if we could work on the 2025 Plan, instead of addressing the 2015 Plan issues.</p> <p>Angela briefed the Board on the proposal letter (Nov. 6, 2023) from GSI Water Solutions, Inc. concerning <b>Streamflow Monitoring</b> on Starr Creek, Vingie Creek, Bigg Creek, and Dick’s Fork. Former DM Anderson requested the proposal as part of a potential water sale agreement to the City of Yachats. The proposal, including two tasks related to gaging station installations and streamflow monitoring, was estimated at \$78,130 if the work was to be done by GSI. However, they also noted that work could be done by PUD staff.</p> <p>After some discussion, Director Turner suggested that PUD should contact OSU and see if they could undertake the work. Director Tucker suggested that contact should be made with the County Water Master, Nikki Hendricks, OWRD to determine what they have done or will do concerning streamflow monitoring. President Cuellar suggested that the Mid-Coast Water Planning Partnership might have additional information. President Cuellar said that this topic might be postponed until more information is known about an agreement with Yachats. The proposal was tabled for the time being.</p>
<p>e. Certifications</p>	<p>Staff will undergo first aid and CPR training soon, at which time, the office will be closed. Zach reported that two staff members will mark their one-year anniversary and, therefore, will be eligible to sit for the Distribution Operator 1 level exam. Zach noted that he could sit for the Distribution Operator 2 level, given his years in service, but would have to study the test topics before taking the test. He would work on that in the near future.</p> <p>It was suggested by Director Turner that Zach create a table for the Board of the current staff certifications, examination target dates, and the required certification levels for PUD.</p> <p>Director Tucker reminded the Board that having a Distribution Operator - level 2 was required in order to meet State standards. Zach said that they were working on ways to maintain that coverage and would report back to the Board.</p>

<p><b>4. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</b></p>	
<p>a. ORWARN Membership</p>	<p>Directors Tucker, Turner, Sherkow and Vice President Anthony all noted their lack of support for the idea of joining this organization. The idea was tabled.</p>
<p>b. Employee Cross Training</p>	<p>Zach noted that all staff was trained to do all jobs. Gabe and Tyler could operate the water treatment plants. Director Sherkow asked that he keep up the cross-training activities on a regular basis so that there was coverage in critical system functions.</p>
<p>c. Employee Compensation</p>	<p>Director Tucker expressed his desire that employees be paid fairly and at levels comparable to other water utility employees in the area. He noted that there was a need for a salary/pay survey for these positions, and that there was one done by the Lane COG, but that it was out of date. He noted the need for a clear understanding of the pay entry level and the top level. It was suggested that the Oregon Association of Water Utilities (OAWA) might have salary/pay information.</p> <p>Director Sherkow said that some information was gathered back in 2020 as a function of hiring the DM. He noted that Seal Rock Water District had a pay scale matrix. Director Tucker volunteered to work on the topic. The Board discussed the challenge of having FY 2024 salary/pay targets for the next budget development cycle, needed about March or April 2023.</p>
<p>d. DM Recruitment</p>	<p>Angela noted the ad placements for the DM position vacancy. She said that there had been no interest expressed thus far. After further discussion, the item was carried over to the next meeting.</p>
<p>e. Recreational Trails and Paths</p>	<p>Director Sherkow noted the recent information from SDAO concerning the possible liability issues related to trails and paths: <i>“On July 6, the Oregon Court of Appeals issued an opinion in the case of Fields v. City of Newport effectively ending recreational immunity for improved trails. Public and private landowners of improved trails are no longer protected from lawsuits.”</i> SDAO made recommendations about the issue.</p> <p>He asked that the PUD Legal Counsel be apprised of SDOA’s recommendations and be asked about what should be done for the next six months, assuming that the Legislature would take up the issue in the next session. President Cuellar said that she would ask Mr. Pete Gintner, PUD Attorney, about the matter and report back to the Board.</p>
<p>f. PC Warranty Issues</p>	<p>Director Sherkow noted that the warranties on the 3 office PCs was going to expire on Nov. 30, 2023, and that Director Turner, Angela, and he had been communicating about possible options. Director Turner and Angela added to the background on this topic. An extended warranty package had been received from Dell Computing, but was somewhat expensive for a two-year period.</p> <p>He recommended that staff purchase a laptop, compatible with the projector, and two office PCs with suitable specifications (similar to what the PUD has now). Angela said that a laptop could be purchased via Amazon for under \$500. Director Sherkow encouraged her to contact Dell Small Business unit to see what PCs could be purchased during any upcoming sales events. He also recommended that the DM’s PC (which just had its hard-drive replaced under warranty) have a warranty extension for <i>ProSupport Plus: Next Business Day Onsite and/or Technical Support</i> (as opposed to the entire warranty options). Angela said that she was handle the matter.</p>

<p><b>5. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</b></p>	
<p>a. Renewable Energy Grant</p>	<p>Director Sherkow distributed copies of the Green Ridge Solar proposal (and email cover – Nov. 14, 2023). He noted several comments in the material and suggested that a workshop meeting be held just before the December Board meeting (Dec. 20, 2023) so that Board members could ask questions, and that the Board be prepared to make a decision about whether or not to go forward with the process at that Board meeting. The planning grant had an end-date of six months from the July 2023 start-date, and therefore, the Board would have to consider whether or not to apply for the ODOE construction grant and file the final report on the planning grant soon.</p> <p>He also suggested that Board members review the Green Ridge Solar material and <b>get their questions/comment to him 10 days before the next meeting (Dec. 10, 2023)</b> so that the Green Ridge representative could be prepared at the workshop meeting.</p> <p>President Cuellar charged staff with setting up a <b>special meeting for 9 AM on Dec. 20, 2023</b> to discuss the solar proposal. It was noted that the Board should be ready to make a decision at the <b>regular meeting on Dec. 20, 2023 at 10 AM.</b></p>
<p>b. Waterline Design Procurement</p>	<p>President Cuellar noted that she notified the Board on Nov. 14, 2023 that Mr. Pete Gintner, PUD attorney, has told her that the PUD needed to go out for a Request for Qualifications (RFQ) on our large waterline project and Civil West agreed that it is triggered by the \$250,000 limitation on a public works project. Mr. Gintner suggested to her that the PUD could ask Civil West to prepare that RFQ as our engineer of record and Mr. Gintner could then review it. Civil West could still submit their qualifications for the project. She spoke to Civil West and they were willing to do that. Mr. Shreeve (Civil West) sent Mr. Gintner and her a template that they use. That template was provided to the Board for review and comment.</p> <p>President Cuellar said that this matter could be resolved at the December Board meeting. Director Tucker had provided comments to President Cuellar via email and made some preliminary comments about the template's shortcomings. Director Sherkow also noted his concerns with the template. He also requested a written opinion from Mr. Gintner for the files about the use of the RFQ in this case, since he reviewed the matter for the Board.</p> <p>Director Sherkow offered to redraft the RFQ and get it to Board members for review within one day, if time was of the essence. He laid out a four-task approach and the type of changes that he would suggest, given his long experience in these matters. The Board discussed the matter and President Cuellar asked Director Sherkow to work with Director Tucker on a new draft. Once they were satisfied, then share it with the rest of the Board and Mr. Gintner for review.</p>
<p><b>6. CORRESPONDENCE AND REPORTS</b></p>	
<p><b>7. OTHER ITEMS OF INTEREST</b></p> <p><b>Legislative Projects</b></p>	<p>Director Sherkow asked if the waterline segments that were deprogrammed from the Waterline Project had been submitted to Rep. Gomberg for consideration during the next Legislative session. President Cuellar said that she thought they were, but would make sure.</p>

<p><b>Additional Funding for PRVs in Bolt Replacement Project</b></p>	<p>Angela was asked to follow up with BizOR to determine if the additional money related to PRVs had been added to the Valve Bolt Replacement Project. If it had, then a contract with Cascade Water Works should be considered at a Board meeting in the future. The additional funding in the Bolt Replacement project will likely trigger an amendment to the Bolt Replacement Project with BizOR.</p>
<p><b>Fuel Storage at Blodgett</b></p>	<p>Director Tucker asked Zach to secure a price for fuel storage at the Blodgett facility. <i>[Background Note: - Last heard a year ago, the USFS had not made a decision. Our reasoning is that we already have propane there and a small external fuel storage area to supply the vehicles during emergency circumstances would be beneficial to the community. The USFS was initially reluctant a few years ago, but they may have forgotten about the propane backup that they already approved. PUD needs to talk to them about small tank(s) for gasoline and diesel (if we have diesel powered equipment) used only as required to keep the fuel fresh, NOT for regular refueling, which is done at the commercial sites in the local towns.]</i></p>
<p><b>Safety Ladders</b></p>	<p>Director Sherkow asked Zach to secure a price for tank safety ladders.</p>
<p><b>8. ADJOURNMENT</b></p>	<p>President Cuellar adjourned the meeting at 12:20 PM.</p>

Roxie Cuellar, Board President  
Roxie Cuellar, Director Subdivision 1

Date 1/25/24

Franklin Sherkow, Board Secretary  
Franklin Sherkow, Director Subdivision 4

Date 1/25/24