



**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  
21 January 2025 – 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 December 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. Monthly Reconciliation Report – Action Item
  - d. Treasurer Report/Update
- 4. Resolution 25-05 Resolution Amending the Adopted Budget**
- 5. MANAGERS REPORT**
  - a. PRV replacement Status
  - b. Waterline Project Update
  - c. Winter Storm Damage
  - d. Water Management and Conservation Plan
  - e. Tank Safety Ladders
  - f. New Utility Billing Software
- 6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
  - a.
- 7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
  - a. Company Vehicle Policy
  - b. Hydrant Management Agreement
  - c. SDC Methodology
  - d. Performance Review
  - e. Wage Survey
- 8. CORRESPONDENCE AND REPORTS**
- 9. OTHER ITEMS OF INTEREST**
- 10. ADJOURNMENT**

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

Jan. 14, 2024

**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**

21 January 2025 – 10:10 AM

<b>1. REGULAR MEETING CALL TO ORDER</b>	President Cuellar called the meeting to order at 10:14 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, 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. Director Sommer had an excused absence.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar added new items concerning changing the date for the February Board meeting. Director Sherkow requested that an item be added for the possible legislative priorities to be transmitted to the local State House and Senate members. Director Sherkow moved, seconded by Director Tucker, to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	None
e. Review and Approval of December Meeting Minutes – Action Item	Director Tucker moved, seconded by Director Sherkow, to approve the minutes of the December Board meeting. 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 to approve of the December disbursements. Director Tucker seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved to approve of the December Financial Report. Director Tucker seconded the motion. Motion passed unanimously.
c. Monthly Reconciliation Report – Action Item	Director Sherkow moved to approve of the Reconciliation Report ending December 31, 2024. Director Tucker seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	<p>Angela said that the County had provided Emergency Preparedness grant funding on a first-come-first-serve basis. She applied for funding on Jan. 17, 2025 for the purpose of needed infrastructure associated with the fuel storage tank to be placed at the Blodgett Maintenance Facility.</p> <p>She noted that she was receiving invoices from Civil West Engineering for larger amounts as the firm was getting into more extensive work on the Waterline Replacement Project. She noted that Civil West had been purchased by a larger engineering firm. Director Sherkow asked that Mr. Pete Gintner (PUD attorney) advise the Board if any contractual issues needed to be addressed on the Waterline Project engineering with the change in ownership. She was also receiving large premium bills for the PUD’s property insurance policy. President Cuellar asked that Angela look at the policy to make sure that the PUD was not paying for insurance on buildings where the policy deductible was larger than the building value. For example, if the policy deductible limit is \$500,000, the PUD should not continue with the property insurance if the building is estimated to of a lesser value.</p>

<p><b>4. RESOLUTION - Resolution 25-05 Amending the Adopted FY 25 Budget and Making Appropriations</b></p>	<p>Angela reported that the auditor requested that this resolution be considered in order to address an error found in the original dollar total used for the initial resolution. Director Sherkow moved to approve Resolution 25-05 amending the adopted FY 25 budget and making appropriations. Director Tucker seconded the motion. Motion passed unanimously.</p>
<p><b>5. MANAGERS REPORT</b></p>	
<p>a. PRV Replacement Status</p>	<p>Zach and Angela presented a PowerPoint slideshow. It documented the process of installing the first of two Pressure Reduction Valves (PRV), including excavation for the valve, placement of the PRV, connections, and placement of the lid. The work was done by Cascade Water Works. The second PRV will be installed in the next few days. This will mark the conclusion of the Bolt Replacement Project.</p> <p><i>From March 20, 2024 minutes: “. . . the quote from Cascade Water Works for PVRs went from \$230,000 to \$243,000. This was within the funding amendment offered by the State (\$250,000).”</i></p>
<p>b. Waterline Project Update</p>	<p>Director Sherkow noted that the Board was now receiving copies of the monthly Civil Engineering progress report/invoice. He encouraged Board members to review it and ask questions, if any. Angela noted that the PUD would not be paying Civil West invoices until the State paid the PUD, in accordance with the Waterline Engineering Agreement (i.e., “pay when paid”).</p> <p>Director Tucker noted some delays in the survey work related to utility location work. After some discussion, Zach was asked to ensure that field staff provide timely support for Civil West’s efforts, as needed. Director Sherkow noted the change in the project schedule.</p>
<p>c. Winter Storm Damage</p>	<p>Zach said that a tree fell on the Star Creek fence causing some damage. He was to contact a contractor to repair the damage. Some insulation repairs were required at the Dick’s Fork treatment plant. Angela was hoping to include the associated costs with the previously received Lincoln County ARPA grant.</p>
<p>d. Water Management and Conservation Plan</p>	<p>Angela reported that GSI was making progress on the WMCP. A draft might be available by the next Board meeting.</p>
<p>e. Tank Safety Ladders</p>	<p>Cascade Water Works estimated that ladders for the older water tanks would cost about \$10-12,000 each. Zach was coordinating with them to get further information.</p>
<p>f. New Utility Billing Software</p>	<p>Angela reported that the new system’s implementation was approximately 75-80% complete. She estimated that it was possible that registration by customers for auto-pay could start in early February. She also noted that an additional office support person would be helping during the billing system change-over.</p> <p>Director Sherkow noted that there were often problems for customers when billing systems were updated or changed-over. He proposed a suspension of late payment penalties for water bills related to the change-over to the billing system. After some discussion, Director Sherkow moved that fees associate with late payments of water bills be suspended for 3 months after the new system is in place. This was to apply to all customers. Director Tucker seconded the motion. Motion passed unanimously.</p>
<p><b>6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</b></p>	
<p>a. Change of Board meeting date</p>	<p>President Cuellar requested a change in the meeting date for February. Director Sherkow moved and Director Tucker seconded a motion to <b>move the February meeting to February 25, 2025</b>. Motion passed unanimously.</p>

<p>b. Legislative Priorities</p>	<p>Director Sherkow requested that the Board list its legislative priorities and submit them to the local State representatives for consideration during the current legislative session. After some discussion, he suggested that the two waterline projects that were moved off of the project list for the current Waterline Project in the fall of 2023 be put on the priority list for 2025: NE Forest Hill to NE Star Creek (\$491,000 – 2023 est.) and West Side of Hwy 101 from Fernwood Drive to Wakeetum Street (\$1,320,000 – 2023 est.) as the first priority noting that these have environmental clearance and 30% design completed, and that staff select several other capital projects from the Master Plan as second priority, and that the replacement of the Dick’s Fork tank be the third priority. He made such a motion, which was seconded by Director Tucker. Motion passed unanimously.</p>
<p><b>7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</b></p>	
<p>a. PUD Vehicle Policy</p>	<p>Director Tucker produced a draft policy and it was distributed to the Board. President Cuellar noted her dissatisfaction with staff using the service truck as the first choice for routine field operations. She preferred that staff use the smaller pickup trucks and leave the service truck for specific jobs that required the truck’s superior capabilities. A point in the policy addressed that item. After some discussion, it was decided to leave that item out of the policy and leave the service truck use to the Operational Manager’s discretion and control with the understanding of the Board’s concern.</p> <p>Director Sherkow noted that PUD should know if and when an employee had his/her driver’s license suspended or limited. After some discussion, it was decided to insert this provision under “Driver Responsibility”.</p> <p>Based on those discussions, Director Sherkow moved that the notation concerning the use of the service truck be omitted; and that a point be added to the “Driver Responsibility” section which would say that “Employees should immediately notify the manager if their driver’s license had been suspended, limited, or expired”. The motion was seconded by Director Tucker. Motion passed unanimously.</p>
<p>b. Hydrant Management Agreement</p>	<p>Zach briefed the Board on the current field procedure for hydrant maintenance which was to endeavor to test each hydrant (~130 units) once each year, and give them a general inspection. Director Tucker firmly stated his opinion that the Fire Districts should perform this task. Zach noted that they were not doing that work now. The Board members discussed the issue of liability if the testing was not done regularly. It was decided that PUD Attorney Mr. Pete Gintner should be apprised of the issue and attend the next Board meeting to opine on the issue. Staff was requested to sample a few other neighboring water districts to see how they are handling the hydrant testing task.</p> <p>Director Sherkow handed out an article concerning a hydrant maintenance checklist. He stated that it was his recommendation that any hydrant management agreement update contain a hydrant maintenance standard.</p>
<p>c. SDC Methodology</p>	<p>Director Sherkow noted that Civil West had provided responses to the questions asked last month, in their memo of Dec. 23, 2024.</p> <ol style="list-style-type: none"> <li>1) Calculating the fees using a conversion factor for non-residential (i.e., commercial or the animal shelter) - Table 1 in the methodology report from Nov. 2023 would be used. This tied the fee factor to the meter pipe size.</li> <li>2) Recommendation on Annual SDC Update - The cost estimate in the report</li> </ol>

	<p>should be updated annually by applying a factor from the Engineering news Record Construction Cost Index (ENR CCI). From the SDC Methodology report (Nov. 2023), it appeared that the calculated values were based on the September 2023 ENR CCI (as shown in Table 4). The Civil West memo goes on to show how the CCI should be applied for an annual update.</p> <p>Director Sherkow moved to approve of the use of the ENR CCI in annually updating the capital costs in the SDC Methodology. Director Tucker seconded the motion. Motion passed unanimously.</p>
d. Performance Review	<p>Director Sherkow noted that he had distributed copies of a performance review form at the last meeting for comment, and that Director Tucker and he had refined the form. A new draft was distributed. President Cuellar said that she and Director Tucker had met with both Angela and Zach to have a pre-performance review discussion. From that, they suggested that the two managers do a self-evaluation prior to any Board review. The managers set a date of Feb. 14, 2025 to have their reviews completed and available for Board members' reviews.</p>
e. Wage Survey	<p>Director Sherkow noted the two-page item in the Board agenda package. It summarized pay history of current employees, supervisory responsibilities, pay increase practices, and the current organizational chart. After a lengthy discussion, it was decided that Director Sherkow would take the next step and attempt to use the data collected by Director Tucker in producing a comparison of PUD pay rates to other water utilities, and how to advance the issue prior to the next budget cycle.</p>
<b>8. CORRESPONDENCE AND REPORTS</b>	None
<b>9. OTHER ITEMS OF INTEREST</b>	<p>Director Sherkow noted that Presidential Executive Orders just signed had paused Federal Regulations and frozen Federal hiring (with some exceptions).</p>
<b>10. ADJOURNMENT</b>	<p>President Cuellar adjourned the meeting at 12:32 PM.</p>

Roxie Cuellar, Board President  
 Roxie Cuellar, Director Subdivision 1  
 Date 4/8/25

Franklin Sherkow, Board Secretary  
 Franklin Sherkow, Director Subdivision 4  
 Date 4/8/25