



**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
17 December 2024 – 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 November Meeting Minutes – Action Item
- 2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 3. Civil West Engineering Presentation**
 - a. Waterline Project Update
 - b. Buildout Analysis
- 4. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 5. MANAGERS REPORT**
 - a. PRV replacement Status
 - b. Surveillance System Installation
 - c. Lead Service Line Inventory
- 6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
- 7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Hydrant Management Agreement
- 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.

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

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BOARD OF DIRECTORS MEETING
17 December 2024 – 10:00 AM

1. REGULAR MEETING CALL TO ORDER	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, Director Sommer, 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.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar added new items concerning Vehicle Policy, and Managers' Performance Review. Director Sherkow requested that a Reconciliation Report action item be added under the Treasurer's Report (Section #3), an item be added concerning SDC Fees be added. Plus, items concerning Salary Table, and Employee Certification be added. Director Sherkow moved, seconded by Director Tucker, to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	Mr. Chris Janigo and Ms. Shannon Joseph from Civil West Engineering
e. Review and Approval of November Meeting Minutes – Action Item	Director Tucker said that some typos were submitted to Angela and asked a question about the possible use of a construction index for the SDC Fee Ordinance in future years. Director Sherkow moved, seconded by Director Tucker, to approve the minutes as amended. Motion passed unanimously.
2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	None
3. CIVIL WEST ENGINEERING PRESENTATIONS	
a. Waterline Project Update	<p>Mr. Janigo briefed the Board about challenges and possible re-routing of the pipe in Project #4 from the 2022 PER. Using a map of the area, he explained the issues, which involve an old railroad right-of-way in southern Waldport. Additionally, some buildings and other structures were built on top of the existing pipe, and although the PUD had prescriptive rights, there were additional costs and possible time delays to be considered. Ms. Joseph is working with local title companies to ascertain existing easements.</p> <p>After some discussion, the Board agreed (by consensus) to make the route adjustments as recommended. It was noted that, depending on Ms. Joseph's findings, legally formalizing the right-of-way would be necessary and would involve the PUD attorney (Mr. Gintner). Permitting by ODOT would be required, as well as coordination with the City of Waldport.</p>
b. Buildout Analysis	Ms. Joseph briefed the Board on the layer added to the PUD GIS which displayed "buildable", "septic denied", and "unbuildable" parcels according to County records secured by Director Tucker. It was noted that this data would help the Board in three ways: 1) help determine the water demand within the district at the "build-out" year and thus give the Board information about the surplus water available for sale (if any), 2) give the engineering consultant information about the need for up-sizing any pipe in the Waterline Project, and 3) give the Board information about future hydrant locations.

	<p>After some discussion, the consensus of the Board was to have staff engage the consultant to proceed with the next steps: 1) determine build-out development levels using the County’s density table per zoning categories, and 2) locate all existing hydrants with a circle around each whose radius would be at the Fire Marshal’s required fire protection coverage distance. The total cost was estimated to be >\$5,000.</p>
c. SDC Fee	<p>Director Sherkow asked the consultant to come back with answers to two questions: 1) how can the fee methodology be used for non-residential development, like an animal shelter, motel, resort, or campground?, and 2) the methodology recommends an annual update – what did the consultant contemplate?</p>
4. TREASURER’S REPORT	
a. Review and Approval of Disbursements – Action Item	<p>Director Sherkow moved to approve of the November disbursements. Director Sommer seconded the motion. Motion passed unanimously.</p>
b. Monthly Financial Report – Action Item	<p>After several questions, Director Sherkow moved to approve of the November Financial Report. Director Sommer seconded the motion. Motion passed unanimously.</p>
c. Reconciliation Report	<p>Director Sherkow moved to approve of the November 30, 2024 Reconciliation Report. Director Sommer seconded the motion. Motion passed unanimously.</p>
d. Treasurer Report/Update	<p>Angela reported that the new billing system start-date would be moved forward to mid-January. Training would proceed and the part-time support person would be in the office during January to help with the transition.</p> <p>Director Sommer reported that the mailing machine would be shipped today (Nov. 17, 2024) and was expected to arrive by the end of the week.</p>
5. MANAGERS REPORT	
a. PRV Replacement Status	<p>Zach reported that Cascade Water Works was scheduled to begin construction on Dec. 18, 2024. Some re-positioning of the PRV location was necessary at one site. The PRV units are scheduled to be craned into place on or about Jan. 9th and construction activities to be completed within the 10 days that followed.</p>
b. Surveillance System Installation	<p>The systems/cameras were in place and operational at the office location. Over the next days, work would be completed at Blodgett.</p>
c. Lead Service Line Inventory	<p>Angela noted that OHA required the PUD to modify parts of the data provided and resubmit it. That was completed and accepted by the State. Zach noted that OHA might require additional data be collected at a future point.</p>
d. Employee Certification	<p>Tyler passed the Distribution – level 1 test on Dec. 16, 2024. Other field staff members were studying for their next test.</p>
6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION	
a. Vehicle Policy	<p>President Cuellar led the discussion about establishing a vehicle use policy. A draft was distributed. This was intended as an addition to the Employee’s Handbook. She also wanted a section added to the policy concerning not driving while impaired. Director Sherkow noted that the Handbook already had a reference to “no smoking” in agency vehicles and that this should be incorporated into the new policy. It was noted that the PUD attorney should be involved in the final changes. Director Tucker stated his concern about PUD’s liability in regard to vehicle use. He also questioned the practice of having employees take agency vehicles home when</p>

	<p>on-call. After some discussion, Director Tucker noted he felt the document prepared by staff was short some information and volunteered to look further into the policy and provide for discussion and a more comprehensive policy at the next meeting.</p>
<p>b. Performance Reviews - Managers</p>	<p>President Cuellar said that she had a talk with Director Tucker and presented the idea of the two of them conducting a pre-performance review with the two managers. This would give everyone an opportunity to see what was working and how things might be improved. Refinements to the job descriptions might result, after which the formal review involving all Board members could proceed.</p> <p>Director Sherkow noted that a draft performance review form had been distributed to Board members and that it could be changed after the pre-review was complete. He encouraged Board members to review the draft form and he explained how it was envisioned to work based on previous years used. It was decided that President Cuellar and director Tucker would try to conduct the pre-review in the following few weeks.</p>
<p>c. Salary Table</p>	<p>Director Sherkow distributed a handout showing likely organizational functions and how the PUD is handling them presently. He noted that the next step was to examine a possible Table of Organization showing existing and future positions, noting that some positions might be created to allow for promotions. After some discussion, it was decided that Director Sherkow would return in January with the existing Table of Organization and current pay levels. This was set for the January agenda.</p>
<p>7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Hydrant Management Agreement</p>	<p>Director Tucker noted that he had talked with the Fire Chief at Yachats Rural Fire Protection District (YRFPD) about possible changes to the existing hydrant management agreement. After a lengthy discussion, it was thought that some way be found to include the Central Oregon Coast Fire & Rescue (COCFR) or have a similar agreement with them. More work needed to be done concerning the agreement between the PUD and YRFPD. After some discussion, the item was moved to the next Board agenda.</p> <p>Director Sherkow requested a schedule for checking the fire flow and pressure at the existing hydrants. Zach said that he would provide one.</p> <p>Staff was still going to send letters to YRFPD and COCFR requesting their designations or hydrant locations with the PUD area so that additional hydrant locations could be identified and budgeted for.</p>
<p>8. CORRESPONDENCE AND REPORTS</p>	
	<p>Director Sherkow reported on a County public hearing concerning the FEMA changes to the Flood Management Ordinance. He noted that a point was made about below ground utilities and other items which may be in conflict with the draft ordinance changes requested by FEMA.</p>
<p>9. OTHER ITEMS OF INTEREST</p>	
	<p>Zach reported that Cascade Water Works would provide a quote for the tank safety ladders, including installation.</p>
<p>10. ADJOURNMENT</p>	
	<p>President Cuellar adjourned the meeting at 12:07 PM.</p>

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1

Date 1/21/25

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 1/21/25