



**SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S UTILITY DISTRICT  
(SWLCWPUD)**

7740 HIGHWAY 101 NORTH, YACHATS, OR  
PO Box 368 Waldport, OR 97394  
[www.swlcwpud.org](http://www.swlcwpud.org)  
541-547-3315



**BOARD OF DIRECTORS MEETING AGENDA  
19 NOVEMBER 2025 – 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 October Meeting Minutes – Action Item
- 2. DISCUSSION WITH CIVIL WEST ENGINEERING SERVICES**
- 3. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 4. 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
- 5. MANAGERS REPORT**
  - a. List of Issues
  - b. Sanitary Survey
  - c. Job Descriptions and Handbook Policies
- 6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
  - a. **RESOLUTION NO 26-01:** Representation in Lincoln County NHMP
- 7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
  - a. ORWARN and NIMS
- 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, WALDPORT, OR 97394-0368

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541-547-3315

**BOARD OF DIRECTORS MEETING**  
**19 November 2025 – 10:00 AM**

<b>1. REGULAR MEETING CALL TO ORDER</b>	President Cuellar called the meeting to order at 10:00k AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Director Tucker, Director Sommer, and Director Sherkow. Ms. Angela Vogl, PUD Manager, and Gabriel Greenwood, Field Staff Member were also present. Vice President Anthony was excused due to medical reasons.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar requested that Item #5c (Employee Handbook) be postponed until the Jan. 2026 meeting. She also requested that a new item (#5d) be added related to a Resolution for Public Records Requests. Director Sherkow asked that a new item (#5e) be added concerning Staffing. Director Tucker requested that the issue of a weather station be added to Item #9. Director Sherkow moved that the agenda, as modified be approved. It was seconded by Director Sommer. Motion passed unanimously.
d. Note Guests Present	Mr. Chris Janigo from Verdantas (formerly Civil West Engineering) (departed at 10:40 AM).
e. Review and Approval of October Meeting Minutes – Action Item	Director Sommer moved, seconded by Director Tucker, a motion to approve the October Board Meeting Minutes. Motion passed unanimously.
<b>2. DISCUSSION WITH VERDANTAS (formerly Civil West Engineering) – ENGINEERING SERVICES</b>	<p>President Cuellar briefed the Board about her discussions with Mr. Keven Shreeve about the Master Plan Update. She concluded that having Verdantas coordinate the CIP and other updates made sense. A list of projects is expected at the next Board meeting to be produced by Verdantas. She asked Director Sherkow to oversee items that could be categorized as maintenance and may not fall under the heading of capital improvements. She said that some of these might be eligible as part of a future USDA loan.</p> <p>She also suggested that an upcoming (as yet not scheduled) “one stop” meeting with State and Federal funding agencies should be attended by as many Board members as possible, and would part of a regular meeting or special meeting. A Letter of Intent will be required to be submitted by the PUD by Feb. 16, 2026 with a formal grant application to follow.</p> <p>Mr. Janigo said that funding options would be presented at the “one stop” meeting for PUD consideration. Director Sherkow suggested that the draft list of activities (requested by WesTech) be transmitted to Verdantas for their coordination efforts.</p> <p>On the Waterline Project, Mr. Janigo said that, due to a delay caused by an archeological issue, the geotech report would be delayed. This is expected to move the bid date forward to February 2026.</p> <p>Director Sherkow asked about plan elements that appeared to have the new pipelines moving outside of legal rights-of-way and easements. He wanted to make sure that all pipelines would be located inside legal easements and public rights-of-way. Work by staff, PUD attorney and Verdantas would be necessary to ensure that</p>

	this is done. Mr. Janigo noted that some contacts with affected property owners had begun.																																																						
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<b>4. TREASURER’S REPORT</b>																																																							
a. Review and Approval of Disbursements – Action Item	Director Sherkow moved to approve the October Disbursements. Director Tucker seconded the motion. Motion passed unanimously.																																																						
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d. Treasurer Report/Update	<p>Work under the HR Answers contract for \$5,000 (August 2025 Board meeting) was used only to the amount of \$2,291. DM Vogl reported that the auditor had a subcontractor that would not be available until April 2026 and that it would delay the completion of the audit. This will require the PUD to request an extension from the State in its submission.</p> <p>DM Vogl distributed a breakdown of the costs by category associated with the Bolt Replacement Project. All available funding has been obligated.</p> <p style="text-align: center;">Valve Bolt and PRV Project: Financial Overview</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">APPROVED BUDGET</th> <th style="text-align: center;">PRV Addendum</th> <th style="text-align: center;">Total Budget</th> <th style="text-align: center;">SPENT</th> <th style="text-align: center;">Remaining Percentage</th> </tr> </thead> <tbody> <tr> <td>Engineering</td> <td style="text-align: right;">41,000</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">46,000</td> <td style="text-align: right;">46,000</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Construction Management</td> <td style="text-align: right;">28,000</td> <td></td> <td style="text-align: right;">28,000</td> <td style="text-align: right;">28,000</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Construction</td> <td style="text-align: right;">286,000</td> <td></td> <td style="text-align: right;">524,000</td> <td style="text-align: right;">369,427</td> <td style="text-align: right;">71%</td> </tr> <tr> <td style="padding-left: 20px;">PRVs</td> <td></td> <td style="text-align: right;">238,000</td> <td></td> <td style="text-align: right;">154,573</td> <td style="text-align: right;">29%</td> </tr> <tr> <td>Construction Contingency</td> <td style="text-align: right;">68,000</td> <td style="text-align: right;">6,000</td> <td style="text-align: right;">74,000</td> <td style="text-align: right;">70,786</td> <td style="text-align: right;">96%</td> </tr> <tr> <td>Legal Fees</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">2,000</td> <td></td> <td style="text-align: right;">0%</td> </tr> <tr> <td>Pre-Award Costs-Emergency repair</td> <td style="text-align: right;">26,000</td> <td></td> <td style="text-align: right;">26,000</td> <td style="text-align: right;">26,000</td> <td style="text-align: right;">100%</td> </tr> <tr> <td><b>Totals:</b></td> <td style="text-align: right;"><b>450,000</b></td> <td style="text-align: right;"><b>250,000</b></td> <td style="text-align: right;"><b>700,000</b></td> <td style="text-align: right;">694,786</td> <td style="text-align: right;"><b>99%</b></td> </tr> </tbody> </table> <p>One remaining task will be the sump pump and power source for the PRV on Wakonda Beach Rd. After some discussion, it was estimated that this work could be done for under \$10,000.</p>		APPROVED BUDGET	PRV Addendum	Total Budget	SPENT	Remaining Percentage	Engineering	41,000	5,000	46,000	46,000	100%	Construction Management	28,000		28,000	28,000	100%	Construction	286,000		524,000	369,427	71%	PRVs		238,000		154,573	29%	Construction Contingency	68,000	6,000	74,000	70,786	96%	Legal Fees	1,000	1,000	2,000		0%	Pre-Award Costs-Emergency repair	26,000		26,000	26,000	100%	<b>Totals:</b>	<b>450,000</b>	<b>250,000</b>	<b>700,000</b>	694,786	<b>99%</b>
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<b>5. MANAGERS REPORT</b>																																																							
a. List of Issues	<p>The roof replacement at the Blodgett water treatment plant building was estimated at about \$44,000. The County grant funding is about \$32,000. Therefore, some additional funding will be required beyond the grant. After some discussion, the Board decided to hold off on replacing the roof at the Dick’s Fork plant until more is known about the filter replacement.</p> <p>The leak-forgiveness case from May 2025 has been breached, and therefore, it has been declared null and void. DM Vogl said that the PUD attorney, Mr. Gintner said that putting a formal lien on the property could be costly, and advised to shut off the water and make a record of the amount owed, which had been done.</p>																																																						

	<p>Converting MR. McClung’s status from that of an employee to that of a consultant is still underway. A formal agreement will be drafted.</p> <p>DM Vogl stated the supplemental water agreement between the PUD and Yachats was finished for the season, and no water was used for that purpose. President Cuellar asked staff to determine if the City had any plans to purchase water from the PUD on a long-term basis.</p> <p>From the List of Issues:</p> <ul style="list-style-type: none"> <li>• TAG representatives made a site visit in October to assess the problems. They will return in Jan. 2026 with recommendations.</li> <li>• OWRD has requested 2024 data for the WCMP. Staff is working on it and will provide it to GSI for inclusion in an update to their report.</li> <li>• Work continues on the diesel storage tank at Blodgett. A concrete contractor will be required.</li> <li>• New staff members will be trained on the operation of the hydrants and a schedule will be developed to test all hydrants.</li> </ul>
b. Sanitary Survey	<p>A survey by OHA is scheduled for Dec. 4, 2025. They will review tanks, screens, discharge issues, inspect plants, review emergency response plans and other items. Staff has been preparing for the visit. Results will be available to the PUD in the future.</p>
c. Job Descriptions and Handbook Policies	<p><i>Discussions concerning the Employee Handbook will be postponed until the Jan. 2026 Board meeting.</i></p> <p>DM Vogl made a short presentation about the draft of the Office Assistant job description. The consensus was that it was well done and will be left to the DM to finalize and implement.</p>
d. Public Records Resolution	<p>President Cuellar said that it came to her attention that the PUD did not have a means of recovering cost for the production of a public records request. She said that a formal resolution should be drafted for Board consideration. There was general agreement that such a resolution should be considered at the December 2025 Board meeting.</p>
e. Staffing – Cross Connection Control Specialist	<p>Director Sherkow noted that in a discussion with Director Tucker a Cross Connection Specialist was needed since Mr. Wiederhold’s departure. After a short discussion, staff was directed to secure such services between now and the time at which a staff member could take the required course and pass the test. The next test date is February 2026.</p>
<b>6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</b>	
a. <b>RESOLUTION NO 26-01:</b> Representation in Lincoln County NHMP	<p>Director Sherkow moved the adoption of Resolution 26-01 concerning the inclusion in the Lincoln County NHMP. It was seconded by Director Tucker. Motion passed unanimously.</p>
<b>7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</b>	
a. ORWARN and NIMS	<p>DM Vogl briefed the Board about the ORWARN, and said that it did not create any new financial or legal obligations, and was purely voluntary. After a short discussion about possible NIMS training, Director Tucker moved and Director Sommer seconded a motion to join ORWARN.</p>

BOARD OF DIRECTORS MEETING  
19 November 2025 – 10:00 AM

<b>8. CORRESPONDENCE AND REPORTS</b>	
<b>9. OTHER ITEMS OF INTEREST</b>	Director Tucker said that he had been approached about having the PUD establish a weather station that would be part of a broader NOAA system coordinated by the University of Utah. The cost was estimated at about \$1,000. After a short discussion Director Tucker moved and Director Sherkow seconded a motion to establish the weather station.
<b>10. ADJOURNMENT</b>	President Cuellar adjourned the meeting at 12:44 PM.

\_\_\_\_\_, Board President  
Roxie Cuellar, Director Subdivision 1

Date \_\_\_\_\_

  
\_\_\_\_\_, Board Secretary  
Franklin Sherkow, Director Subdivision 4

Date 2/17/26