



**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
18 March 2025 – 10:30 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 January Meeting Minutes – Action Item

2. CIVIL WEST PRESENTATION

- a. Waterline Project Update
 - i. Addendum #1

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. PRV replacement
- b. Staffing
- c. New Billing Software Update

6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION

- a. ISO Fire Rating

7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION

- a. Wage Survey

8. Executive Session: Pursuant to ORS 192.660.2

The governing body of a public body may hold an executive session:

- (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

9. CORRESPONDENCE AND REPORTS

10. OTHER ITEMS OF INTEREST

11. ADJOURNMENT

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

March 11, 2025

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

www.swlcwpud.org

541-547-3315

BOARD OF DIRECTORS MEETING
18 March 2025 – 10:00 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:02 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Director Tucker, Director Sommer, 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 requested that Item #6 on Fire Ratings be postponed until the next regular meeting. She also requested that two new items under Item #5 be added, one concerning OHA Reports and the other concerning fire hydrants. Director Sherkow requested the addition of a new item under Item #7 be added concerning “other issues”. Director Sherkow moved, seconded by Director Sommer, to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	Mr. Chris Janigo from Civil West Engineering.
e. Review and Approval of February Meeting Minutes – Action Item	Director Sommer moved and Director Tucker seconded a motion to approve the February Board regular meeting minutes and the February Board meeting executive session minutes. Motion passed unanimously.
2. CIVIL WEST PRESENTATION	
a. Waterline Project Update	<p>Mr. Janigo discussed the project’s current status and next steps. He said that they were finishing up survey work. He said that some additional survey work would have to be done and that he would be contacting Zach soon. Design work was just starting. It was Civil West’s recommendation that the bid package be developed such that each project waterline segment be priced separately by bidders under one overall bid. The lowest, responsive bidder for the entire project would be considered for the bid award. If the lowest responsive bid was greater than funds available, any one or part of a waterline segment could be set aside. In addition, if property issues delayed any segments past the time of the bidding, a work schedule could be developed to prioritize the order of the waterline segments.</p> <p>Director Sherkow asked, in light of the recent “build-out analysis” done by Civil West Engineering, the pipe to be replaced just north of a potentially large residential development site in southern Waldport, that Civil West seriously consider up-sizing the water pipe to be replaced in that vicinity (Range Road) as part of the overall project.</p>
i. Change Order #1	<p>Mr. Janigo briefed the Board on Change Order (CO) #1 to the Waterline Project concerning property descriptions and interacting with affected property owners. The estimate for the CO was \$71,554. Director Sherkow asked for clarification as to whether the work was to be done on a “time and material” or “lump sum” basis. Mr. Janigo said that would back to staff on that issue.</p> <p>Since there was no indication as to how the CO would be paid for, Director Sherkow requested that at the next regular meeting staff recommend a finance plan including whether additional funds needed to be secure from BlzOR, there be a use of the project’s contingency, and/or use of local water sales revenue. In any event, it was likely that a revised project budget would have to be developed and approved by the State. Staff was directed to contact BizOR to determine what possibilities existed.</p>
Change Order #1 for Waterline Project	


. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	None
4. TREASURER'S REPORT	
a. Review and Approval of Disbursements – Action Item	Director Sherkow moved to approve the February disbursements. Director Sommer seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved to approve the February Financial Report. Director Sommer seconded the motion. Motion passed unanimously.
c. Monthly Reconciliation Report – Action Item	Angela mentioned that the reconciliation had not been performed on the primary account and that it would be available at the next meeting. Director Sherkow moved to approve the February Reconciliation Report, as available at this meeting. Director Sommer seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	Angela went over the Cash-Flow report and noted that the State was slow with their reimbursements on state-funded projects. She would talk to staff at BizOR and Civil West to see what could be done.
5. MANAGERS REPORT	
a. OHA Reports	President Cuellar noted that she had received an email from OHA about the tardiness of required sampling reports. After some discussion, Zach said that he was working to provide the information in a timely manner and would train Tyler and Gabe to take samples and do the documentation for such testing.
b. PRV replacement	Zach noted that the project was winding down and all that was left to do was to finetune the pressure levels at the two new PRVs. Director Sherkow requested that a formal project close-out report be produced, covering finances, documentation, and infrastructure.
c. Staffing	Staff issues were generally discussed including certification, test taking, possible new hires, etc.
d. New Billing Software Update	Angela noted that she was still dealing with various issues in the change-over in the billing system. She was working with the software provider on various things including auto-payments from bank accounts and paperless billings. More information would be provided as available.
e. Hydrants	Angela noted that Yachats had mistakenly included the PUD in an Adopt-a-Hydrant program, and that it had been corrected. Director Sherkow asked if staff had requested the two fire districts to provide new hydrant priority-locations. Angela said that their responses were due back on April 1, 2025.
6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION	
a. ISO Fire Rating	<i>Carried over to the April meeting.</i>
7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION	
a. Wage Survey	Director Sherkow distributed sample job descriptions from another water utility that might be good examples for the PUD. He also distributed a copy of the 10-point plan for the improved pay structure plan presented at the February Board meeting. He noted that he would ask the Board to take action on the 10 points plan at an upcoming meeting.

BOARD OF DIRECTORS MEETING
25 February 2025 – 10:00 AM

b. Other issues	Director Sherkow distributed a list of issues that he felt had not been resolved at the Board level. After a brief discussion, other Board members added to the list. Director Tucker requested that the list be attached to each Board agenda going forward to ensure that the Board did not lose track of these items.
8. EXECUTIVE SESSION: Pursuant to ORS 192.660.2	
The governing body of a public body may hold an executive session: (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.	<i>Separate minutes. No action was recommended from the Session.</i>
9. CORRESPONDENCE AND REPORTS	President Cuellar noted various sections from the "Special District Board Member Handbook" (SDAO) pertaining to Board members in their roles as policy-makers and the fact that they should not be acting alone in PUD affairs. She discussed a recent situation that brought this to mind and wanted to share it with the Board members.
10. OTHER ITEMS OF INTEREST	<p>Director Tucker asked that the Board establish a legislative relations policy so that the PUD maximize its exposure to and relations with legislative representatives. A brief discussion followed. The issue would be taken up at a future meeting.</p> <p>Director Sherkow noted that SB 179 passed unanimously in the Senate on March 13th. This bill makes permanent the temporary modifications made during the 2024 legislative session to the Recreational Immunity statute following the Fields v. Newport case. That case created new legal vulnerabilities for public and private property owners who were making their lands available to the public. <i>(The proposed permanent changes will clarify that landowners will be immune from liability related to individuals walking, running, or biking on unimproved or improved trails. It also extends the protections under ORS 105.668 to special districts. The bill now heads to the House, where there is hope for a similar outcome.)</i></p>
11. ADJOURNMENT	President Cuellar adjourned the meeting at 12:31 PM.


_____, Board President
Roxie Cuellar, Director Subdivision 1

Date 6/17/25


_____, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 6/17/25