



**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
15 April 2025 – 10:15 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 March Meeting Minutes – Action Item
- 2. Civil West Presentation**
- 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. Calendar of Operations
 - b. PRV replacement
 - c. New Billing Software Update
 - d. WMCP Update
 - e. Capital Funding Requests
 - f. Hydrant Coverage Inquiries
 - g. Starr Creek Basin Fence Replacement
- 6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. ISO Fire Rating
 - b. ODOE Renewable Energy Grants
 - c. Management Structure
- 7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Certifications
- 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.

April 8, 2025

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

www.swlcwpud.org

541-547-3315

BOARD OF DIRECTORS MEETING
15 April 2025 – 10:10 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:10 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony, Director Tucker, Director Sommer, and Director Sherkow. PUD Manager, Ms. Angela Vogl, was also present.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	Angela requested that the title of Item #5a be changed to “List of Issues” and that a new item be added on Budget Committee membership. Director Sherkow moved, seconded by Vice President Anthony, to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	Mr. Keven Shreeve from Civil West Engineering, Bill Turner (former PUD Board Director and Water District Commissioner), and Jeff Criner
e. Review and Approval of March Meeting, Special Meeting, and Executive Session Minutes – Action Item	Director Sherkow noted that the numbering of the items from the Special Meeting minutes be corrected. Director Sommer moved, seconded by Vice President Anthony, a motion to approve, as amended, the March Board Regular Meeting (March 18, 2025) minutes, March Board Meeting (March 18, 2025) - Executive Session meeting minutes, April Special Board Meeting (April 8, 2025) minutes, and the April Special Board Meeting (April 8, 2025) - Executive Session meeting minutes. Motion passed unanimously.
2. BUDGET COMMITTEE - APPOINTMENTS	Motion by Director Sommer, seconded by Vice President Anthony, to appoint Jeff Criner and Bill Turner to the FY 25-26 Budget Committee with a term ending in 2025. Motion passed unanimously.
2. CIVIL WEST PRESENTATION	
a. Waterline Project	<p>Mr. Shreeve (Civil West) gave a brief presentation with a technical memo (April 15, 2025) handout. He said that at build-out, based on current zoning, of the PUD area that the customer base would grow from 1,300 to about 4,664 with 2,067 new customers within the Waldport city limits. This would result in a “average maximum daily demand” of 280 gallons/day/customer or 1.3M gallons. He also noted the limits of the existing water rights at about 1.49M gallons/day, and a storage capacity of 1.95M gallons. There was a projected storage capacity need of 2.34M gallons (including emergency water storage and fire flow reserve storage).</p> <p>The memo recommended: 1) obtain additional water rights; 2) conduct stream flow measurements; 3) pursue funding and construction of additional water storage; and 4) wait to upsize water pipes for needs in the 20-to-50-year projected range.</p> <p>Director Sherkow asked that Civil West look at the current waterline replacement project in light of one segment being close to a high-growth area in Waldport. Mr. Shreeve said that they would get back to the Board.</p> <p>There was a brief discussion about water rights and it was noted that additional rights had been secured, so the technical memo’s data should be updated. Angela noted that Mr. Rick McClung was working to get flow data was needed for the Water Conservation Management Plan. Board members discussed the need for additional storage, especially toward the north end of the PUD area, and upsizing pipelines as they are</p>

<i>System Audit</i>	replaced. President Cuellar said that she talked with staff at OHA about a possible system audit. Mr. Shreeve said that there might be a possible conflict-of-interest in having Civil West conduct such an undertaking, but they an associate firm in Idaho might be able to do the work. The higher-than-normal turbidity was an indication of a possible problem.
<i>Master Plan Update</i>	Director Sherkow said that an update of the 2019 Master Plan should be done to account for the build-out data that has been recently discovered (not previously known). He also noted that the water-demand growth was mostly in the north end of the PUD area. There a brief discussion about the data being based on current zoning and other assumptions (e.g., septic technology). Mr. Shreeve said that funding for a Master Plan update might be available from outside sources and that he would get back to the Board with those possibilities.
<i>Change Order #1 – Additional Funding</i>	Angela noted that in her discussions with BizOR, she had secured approval of an additional \$120,000 for CO #1 from staff, and that necessary documentation was now underway to finalize the amendment to the State Agreement.
3. 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 March 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. Director Sherkow asked that additional pages be added to the report in the future concerning loans for the Bolt Replacement Project and the Waterline Project.
c. Monthly Reconciliation Report – Action Item	Director Sherkow moved to approve the previously absent part of the February Reconciliation Report, and the March Report (March 31, 2025). Director Sommer seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	Angela noted that the revenue collection was back to projected trends now that the new billing system was activated. She said that the Oregon Secretary of State has recommended that for future audit reports the PUD's fidelity bond coverage be increased to at least the bond receipt level. She also went over the Cash-Flow report and noted that future adjustments were being considered.
5. MANAGERS REPORT	
a. List of Issues	Angela fielded questions from Director Sherkow about the status of several items from the list. Of principal interest were the deadline of the WCMP, diesel tank installation, tank ladders, and hydrant location suggestions from the two fire districts.
b. PRV Replacement	James Parmenter (Civil West) did a "walk-through" of the project. It was reported that Cascade Water Works did not follow the plans concerning facilitating the sump pump. In addition, five valves were to be installed. Angela said that these were viewed as redundant and could be changed out for added electrical power to the sump pump in a future change order.
c. New Billing Software Update	Angela reported that issues surrounding auto-pay had been resolved. She mentioned issues concerning additional login credentials. By consensus, the Board left the matter

	up to her for resolution. She also said that Olivia was now working 2 days per week. She noted that 456 customers were signed-up for auto-pay on the new billing system. Issues about mailing envelopes had also been settled.
d. WMCP Update	Mr. Rick McClung was working to get the needed data on water usage required for the GSI report.
e. Capital Funding Requests	Angela stated that the Legislative Capital Request had previously gone to Rep. Gomberg. Additional information had been requested and she sent information concerning the Dick's Fork tank replacement and 2 waterlines that had been part of the original Waterline Project but were replaced by other lines with higher priorities.
f. Hydrant Coverage Inquiries	Angela said that Central Coast Fire District sent the PUD inquiry to the State Fire Marshal for any clarification. No additional hydrants were requested. No response had yet been received from the Yachats Rural Fire Protection District (YRFPD). Angela was asked to renew the request.
g. Starr Creek Basin Fence Replacement	Angela reported that SDAO insurance would cover the fence replacement and the PUD would only need to cover \$1,000 of the replacement cost.
6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION	
a. ISO Fire Rating	<i>Moved to next meeting.</i>
b. ODOE Renewable Energy Grants	Director Sherkow briefed the Board the about current status, including an expected new round of funding early/mid 3 rd quarter 2025. He and Tyler Cox (Greenridge Solar) discussed the issue with ODOE staff and received feedback from the previous grant application cycle. He proposed to use the same project elements and design for the next application round. He requested no additional money in order to pursue the new ODOE grant. He suggested that some additional effort should be put into grant application areas such as public outreach, business outreach and other process-oriented items. He said that he would try to get some additional feedback from ODOE staff in order to sharpen up the next application. He also suggested that a line item in the FY 25-26 budget for a new roof on the Blodgett Maintenance Facility could be seen as a demonstration of the PUD's interest in making investments that could facilitate the solar project. Angela said that she would look into it.
c. Management Structure	President Cuellar said that she and Director Tucker met with Zach on April 14, 2025 to discuss performance issues. She said that she and Director Tucker would keep the Board informed. Director Sherkow outlined some of his concerns related to additional support that should be pursued in order to have certificate coverage by staff, adequate training, adequate coverage of various PUD functions including interfacing with consultants and other agencies on various projects already underway. After some discussion, the matter was left to President Cuellar and Director Tucker (as part of the Board's delegation) to work on system performance.
7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION	
a. Certifications	<i>Moved to next meeting.</i>
8. CORRESPONDENCE AND REPORTS	
	None

BOARD OF DIRECTORS MEETING
15 April 2025 – 10:10 AM

9. OTHER ITEMS OF INTEREST	None
10. ADJOURNMENT	President Cuellar adjourned the meeting at 11:56 AM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1
Date 5/20/25

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4
Date 5/20/25