



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

7740 HIGHWAY 101 NORTH, YACHATS, OR
PO Box 368 Waldport, OR 97394
www.swlcwpud.org
541-547-3315



**BOARD OF DIRECTORS MEETING AGENDA
19 AUGUST 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 July Meeting Minutes – Action Item
- 2. DISCUSSION WITH ENGINEERING FIRM AND LEGAL COUNSEL**
 - a. New Utility Easements
 - b. Waterline Project Update
- 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. Staffing Update
 - b. Field Updates
 - c. List of Issues
 - d. Audit Materials
 - e. Handbook Policies
 - f. HR Answers Contract
- 6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Natural Hazard Mitigation Plan
 - b. Revenue Bond to Finance New Projects
- 7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Yachats Mutual Aid
 - b. NW Natural Proposal
 - c. Master Plan Update
 - d. ODOE Renewable Energy Grant
- 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.

August 12, 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
19 August 2025 – 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 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 several items be moved up on the agenda so that the visitors could address their respective issues and depart in a timely manner. Director Tucker requested that a new item (#6c) be added addressing Ratepayer Assistance. Director Sherkow asked that an item (#7e) be added to confirm the DM's authorization to expend money on her own authority without prior Board approval. Director Sherkow moved, seconded by Director Tucker, to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	Mr. Pete Gintner (PUD attorney) (departed at 10:45 AM), Mr. Chris Janigo from Civil West Engineering (departed at 10:40 AM), and Rick McClung (departed at 10:15 AM)
e. Review and Approval of July Meeting Minutes and July 15 Executive Session Minutes – Action Item	Director Tucker moved, seconded by Director Sommer, a motion to approve the July Meeting (July 15 th) Minutes and July 15, 2025 Executive Session Minutes. Motion passed unanimously.
2. DISCUSSION WITH ENGINEERING FIRM AND LEGAL COUNSEL	
a. New Utility Easements	Mr. Janigo (Civil West Engineering) noted that, as part of the easement work for the project, his research had turned up about 800 records in the County Records Database attributed to the Water District or the PUD. A discussion followed related to the capture of these records and inserting them into the PUD GIS. DM Vogl said that she would have staff do this work. Director Tucker noted that this was an opportunity to seek what records existed and fill in easements as needed. Director Sherkow noted that this was an opportunity that should be taken advantage of.
b. Waterline Project Update	Mr. Janigo (Civil West Engineering) briefed the Board on the progress being made on the project. He noted that design work was underway and parts would be ready for review in the next few weeks. They were examining connection details and should have an update at the next meeting, after which coordination would be done with ODOT, Waldport and the County. A construction bid package should be ready toward the end of 2025, and it was a good time for the bidding process as contractor would be formulating their summer schedules.
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 July Disbursements. Director Tucker seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved to approve the July Financial Report. Director Tucker seconded the motion. Motion passed unanimously.
c. Monthly Reconciliation Report – Action Item	Director Sherkow moved to approve the July Reconciliation Report (July 31, 2025). Director Sommer seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	<p>Concerning the additional funding for the easement work in the Waterline Project, DM Vogl said that BizOR was recommending funding to the Financial Office.</p> <p>There was a brief discussion about credit cards which resulted in DM Vogl having control over the PUD card.</p> <p>DM Vogl went over the Cash Flow Projection. There were no questions.</p>
5. MANAGERS REPORT	
a. Staffing Update	DM Vogl said that Mike Pankey was hired on August 18 th . Gabe said he appeared to be a good worker and asked questions. Keasey Freed would start on September 2 nd . Staff continued to work on getting additional certifications. A PIP had been produced and discussed with Mike.
b. Field Updates	<p>Gabe said that 2 waterline breaks were dealt with in the past few weeks. The first had to do with a break in an old AC pipe. The second was a cut in the line by contractor. There was also a large tree that had fallen over the Starr Creek settling basin. The basin was not damaged but the fencing would have to be repaired.</p> <p>Concerning the vandalism at the Dick's Fork gate (<i>see minutes from July 15, 2025</i>), a suspect had been charged by the Lincoln County Sheriff's Office and the PUD had requested restitution for the damages incurred.</p>
c. List of Issues	<ul style="list-style-type: none"> A. Update Water Rates - done B. Yachats Water Agreement – done - Agreement start date 8/15/2025 C. SWLCWPUD "on-standby" for City's needs, PRV needed – working D. Correspondence w/ TAG - Refurbished computer for DF system installed 8/6/25 – working better - Software out of date, all vulnerabilities exposed, subject to malware & viruses via internet connection – staff to explore VPN E. Annexation and Boundaries - Projected Start/Contract with Nuys: August 2025 F. Starlink for PUD - Two satellite dishes delivered, staff working on installation/setup. Will need ethernet adapter (hardline connect to camera software) G. Stream Gauges - Staff setup data loggers at Starr and Big Creeks 8/5/25; Data analysis software downloaded to staff laptop H. GSI WMCP - Preparing to submit to OWRD > 3 month review period; WMCP draft indicates we have enough water rights for the next 10 yrs. I. Water Rights <ul style="list-style-type: none"> a. GSI prepping scope of work <ul style="list-style-type: none"> i. Option to spread rights (request more when one creek is low) from Big Creek. ii. OWRD's discretion to release <ul style="list-style-type: none"> 1. Reviewer also accepts WMCP 2. Request needs to match WMCP b. Seniority Rights at Dick's Fork > GSI can investigate after draft rc'vd c. It was decided that the <u>PUD should contact GSI as soon as possible</u> and determine what could be changed in the WMCP to show and "need" or "want" for more water. This should, then, allow us to secure more water rights on Big Creek. d. At the same time, staff should see what infrastructure elements from the

	<p>water intake all of the way to the Blodgett plant would have to be changed if we got more water rights and the pipe was upsized (pipe, settling pond, pump, pipe at treatment plant, etc.). Don't need a cost, just a tentative list of the chain of elements.</p> <p>J. Close out for Valve/PRV Project - Sump pump added back to project for Wakonda vault; Need groundwater confirmation; Original engineering budget not exhausted, remaining budget will cover expenses</p> <p>K. Update Employee Handbook - Draft emailed to Board 8/7/2025</p> <p>L. Pending Drug Testing Policy</p> <p>M. Tank Safety ladders – Updated quote rc'vd 5/20/2025 Cascade Waterworks</p> <p>N. Hydrant Flow tests - Schedule needed w/ customer notifications</p> <p>O. Hydrant Management Agreement - YRFPD: New Hydrant locations Rc'vd on 6/25; No progress on Management Agreement</p> <p>P. ADA Website Compliance - Olivia researching options</p> <p>Q. Annual Calendar of Reoccurring Events - Finalizing for Distribution.</p> <p>R. Diesel tank at Blodgett - Pending staff install; \$2,500 grant from Lincoln County to cover "set up" expenses approved 5/12</p> <p>S. PUD/WD Property List - Ready for Sept. WD Meeting</p> <p>T. Overdue WMCP Progress Report - GSI confirms "folding the WMCP progress report into this WMCP"</p> <p>U. Director's Binder - Started but delayed - Billing Software Conversion</p> <p>V. Secure funding for additional Master Plan priorities</p> <p>W. NSDA Grant Portal</p> <p>X. Long-Term Water Sales</p> <p>Y. Update Rules and Regulations - Office Staff will work on it</p> <p>Z. Cyber security – added at this meeting</p>
d. Audit Materials	<p>Director Sherkow moved and Director Sommer seconded a motion to engage Grimstad CPA to undertake an annual audit of Water District and PUD financial records and procedures based on the proposal received. Motion passed unanimously.</p>
e. Handbook Policies	<p>President Cuellar opened the discussion on the changes to employee policies and Employees Handbook. Pet and Service Animals, and Paid Leave policies were adopted at the June 2025 Board meeting. A copy of the Seal Rock Water District's drug testing policy was distributed and discussed. The Board appeared to be favorably inclined to adopt a pre-employment drug, but had questions about any random drug testing of current employees. The list of drugs to be tested for was also questioned, in that new Schedule 1 drugs were being introduced regularly.</p> <p>DM Vogl asked that the draft Employees Handbook be adopted so that the new employees could see all policies as they stood. The policies for Safety Meetings and Drug Testing were set aside for further work. Director Sherkow moved and Director Sommer seconded a motion to adopt all proposed changes with the exception of those related to Safety Meetings and Drug Testing. Motion passed unanimously.</p>
f. HR Answers Contract	<p>President Cuellar briefed the Board of previous work done by HR Answers. It was noted that this previous work was done at no charge. However, it had reached a point where future work would be charged at \$225 per hour. President Cuellar set a working ceiling of \$5,000 for any such work for the time being. Director Sherkow moved and Director Tucker seconded a motion to adopt a proposal of HR Answers for \$225 per hour up to a limit of \$5,000. Motion passed unanimously.</p>
6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION	
a. Natural Hazard Mitigation Plan	<p>DM Vogl explained the draft to the County Natural Hazard Mitigation Plan done by the University of Oregon for the PUD. The document will be part of a countywide effort to be submitted to FEMA for their approval. The PUD will be asked to adopt its section after</p>

	FEMA approval. Director Sherkow moved and Director Sommer seconded a motion to allow the University of Oregon to submit the section related to the SWLCWPUD to FEMA on behalf of the Board. Motion passed unanimously.
b. Revenue Bond to Finance New Projects	<p>After an introduction by President Cuellar, Director Sherkow distributed a spreadsheet and support items related to possible projects and a prospective funding option. He noted that it was subject to changes but that the Board should be prepared at meeting the Feb. 16, 2026 application deadline by BizOR for the next round of the Infrastructure Act financing. A discussion followed which resulted in the direction to pursue securing additional information and proceeding with solidifying cost estimates prior to the deadline. Staff will set up the “one stop” meeting with the State.</p> <p>President Cuellar noted the need to address possible alternatives in the water infrastructure system related to whether or not the Seabrook tank should be replaced or whether that function could be handled differently. Director Sherkow noted the issues surrounding the capacity determination of the filter and tank at Dick’s Fork. Additional items were discussed, most of which were to be determined as part of the Master Plan Update. Having a solid CIP by Jan. 2026 was a high priority.</p>
c. Ratepaying Assistance	<i>Postponed until the Sept. Board meeting.</i>
7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION	
a. Yachats Mutual Aid	<p>President Cuellar opened the discussion with a brief history of the position held by Mr. McClung and the request by the City of Yachats to contract with the City directly and not with Mr. McClung. She noted that it would be more efficient for the PUD to contract with Mr. McClung as a consultant instead of having him as a PUD employee or as a City employee. Mr. McClung noted the current duties and said that he was agreeable to that arrangement as a consultant. It was decided that Mr. McClung would work directly with Mr. Gintner on a contract form. It was noted that McClung would have to secure liability insurance as part of this new arrangement.</p> <p>As a different subject, President Cuellar asked about a subject that was brought up by City officials. There was an idea that the City would extend their wastewater sewer system to the north. No timeline or cost had been outlined. There was a general discussion about the City’s inability to extend service beyond their Urban Growth Boundary (UGB) which is currently coincidental with the City the limits. The UGB could only be extended when more buildable lots are developed, which might not be for some time. Mr. McClung said the concept was not fully developed and that it was far off into the future, if ever.</p>
b. NW Natural Water Services Proposal	A proposal had been provided by NW Natural Water Services, and was briefly discussed. No action was taken, dependent on what happens with Mr. McClung contract disposition.
c. Master Plan Update	<p>DM Vogl noted that Civil West Engineering was the only firm that provided a Qualifications Statement in response to the RFQ (deadline 8/18/25). Strategic questions would be addressed and new cost estimated provided in a revised CIP. President Cuellar said that a PUD debt limit would also have to be determined by BizOR to provide information about our borrowing limits.</p> <p>Director Sherkow and DM Vogl were asked to meet with Civil West and ask for a scope, schedule, and budget, noting the work that had to be done prior to the Feb. 2026 grant application deadline. Work, in the form of a grant request, also had to be finalized and submitted to secure funding for the Master Plan Update. DM Vogl said that she was working on that item.</p>
d. ODOE Renewable Energy Grant	Director Sherkow noted the change in the ODOE schedule (now Sept. 19, 2025 deadline) and that work was proceeding with Green Ridge Solar on the application material.

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

e. DM Spending Authorization Limit	Director Sommer moved and Director Sherkow seconded a motion to reaffirm the DM spending limit at \$10,000 without seeking prior Board approval. Motion passed unanimously.
8. CORRESPONDENCE AND REPORTS	None
9. OTHER ITEMS OF INTEREST	None
10. ADJOURNMENT	President Cuellar adjourned the meeting at 12:40 PM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1
Date 11/19/25

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4
Date 11/19/25