



**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
19 November 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 October Meeting Minutes – Action Item
- 2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)**
- 3. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 4. PUBLIC HEARING: SYSTEM DEVELOPMENT CHARGE METHODOLOGY**
 - a. Public Comment
 - b. Adopt Ordinance 3: SDC Ordinance
- 5. MANAGERS REPORT**
 - a. Certifications
 - b. Water Management Conservation Plan
 - c. PRV replacement Status
 - d. ARPA Grant
 - e. Logowear
- 6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Audit Draft
- 7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. PUD Boundaries & Annexations
 - b. Buildout Analysis
 - c. Waterline Project
 - d. Lead Service Line Inventory
- 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.

Nov 12, 2024

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 November 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	Angela noted that the auditor wants the Board to consider the bank reconciliation report each month for review and approval. This was added as Item #2c, moving the Treasurer Report to Item #2d. Director Tucker asked that a new item be added concerning hydrant management. It was added as Item #7e. Director Sherkow moved and Director Sommer seconded a motion to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	None
e. Review and Approval of October Meeting Minutes – Action Item	Director Tucker moved to approve of the October Board Meeting Minutes and seconded by Director Sommer. Motion passed unanimously.
2. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	None
3. TREASURER’S REPORT	
a. Review and Approval of Disbursements – Action Item	Director Sherkow stated his concern that a progress report from Civil West Engineering was not available to coincide with the disbursement payment. Staff said that they would follow up to see that progress reports were secured for the payment already made and those going forward. Director Sherkow moved to approve of the October disbursements with the condition that progress reports from Civil West Engineering will be made available to the Board monthly. Director Sommer seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved to approve of the October Financial Report. Director Sommer seconded the motion. Motion passed unanimously.
c. Bank Reconciliation Report	Director Sherkow moved to approve of the October 31, 2024 Reconciliation Report. Director Sommer seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	Angela restated the auditor’s desire that the Board consider the bank reconciliation report each month for action. This will be agendized each month in the future.
4. PUBLIC HEARING: SYSTEM DEVELOPMENT CHARGE METHODOLOGY	
a. Public Comment	President Cuellar declared the public hearing open for public comment. Seeing that there were no members of the public present for comment and noting that no written comments were received, she closed the public hearing.

<p>b. Adopt Ordinance No. 3: SDC Ordinance</p>	<p>After a brief discussion by Board members, Director Sherkow moved that the SDC Ordinance be approved with the following notes: 1) footnote notations should be removed; 2) Section 22 should be changed from “mayor” to “Board”; 3) there was no exemption for public agencies; 4) the Board approved the SDC methodology in Resolution 25-04 (Sept. 2024 Board meeting); the fee level be set established at \$5,182 per EDU as noted in Section 5 of the November 2023 SDC Methodology Report by Civil West Engineering. It was seconded by Director Tucker.</p> <p>President Cuellar stated her desire to have the fee level adjusted annually by an inflation factor. It was noted that the adjustment, if implemented, would be based on a construction cost percentage increase, rather than a regular consumer cost-of-living adjustment. Director Sherkow noted that such a provision could be contained in an update of the methodology report rather than a change to the Ordinance. She and staff would follow up with the PUD attorney to see if there was such a provision was within the Ordinance language. She said that the adoption should move forward and that this issue could be dealt with in the future.</p> <p>The question was called and the votes tallied. Motion passed unanimously.</p> <p>It was noted that the fee level and Ordinance No. 3 would be posted on the website, contained in the fee schedule, and published in the YachatsNews.</p>
<p>5. MANAGERS REPORT</p>	
<p>a. Certifications</p>	<p>Zach noted that Mike did not pass the test for the Distribution 2 certificate. Mike will repeat the test when allowed. Tyler would test for the Distribution 1 certificate. Zach will test for the Treatment 2 certificate. He also noted that a new employee was hired and started work.</p>
<p>b. Water Management Conservation Plan</p>	<p>Angela said that the new WMCP was underway by GSI. Director Tucker noted that training, and hydrant water usage (testing and emergency purposes) should be part of the new document. Staff said that these items would be part of the report. They also noted that the old progress report for the previous WMCP cycle would be done by GSI at no additional cost.</p>
<p>c. PRV Replacement Status</p>	<p>Zach said that field work for the Seabrook location would start in Dec. 2024. Then, work will begin on the Wakonda Beach location. He noted that the Cascade Water Works personnel would assist with new tank ladders.</p>
<p>d. ARPA Grant</p>	<p>Angela noted that the check from the County had been received. The new roof for the Blodgett Water Treatment building would be scheduled for the spring. Work in the installation of security equipment would begin soon.</p>
<p>e. Logowear</p>	<p>Zach showed off a new logo sweatshirt and t-shirt displaying the PUD logo. The apparel had bright colors and reflective strips. They were procured locally.</p>
<p>6. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</p>	
<p>a. Audit Draft</p>	<p>Angela reviewed the annual audit (FY 23-24) and findings/recommendations. It was stated that the PUD’s accounting system was on a modified cash basis. She noted that the audit would be submitted to the State Department of Revenue.</p> <p>Director Sommer moved that the FY 23-24 Audit be approved. Director Sherkow seconded the motion. Motion passed unanimously.</p>
<p>7. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p>	

<p>a. PUD Boundaries & Annexations</p>	<p>Angela noted the email from the County Surveyor from Nov. 1, 2024 which outlined the current status of district boundary changes, annexations, etc. Several maps were attached. It was established that some annexations in the past were not fully-approved. Such annexations would normally start with a request from a property-owner, then go to the PUD Board for approval. From that point, the County Surveyor and County Board of Commissioners would approve it and finally the Department of Revenue would approve the annexation.</p> <p>During a Board discussion, it was agreed that the County's maps and records were deemed as official and correct. Staff said that they would follow up with Mr. Steve Nyhus (local land surveyor), as suggested in the County's email, to undertake a review of the PUD's annexation file, noting differences from the County records. Angela noted that this work would be done after the billing system change-over was accomplished.</p>
<p>b. Buildout Analysis</p>	<p>Director Sherkow noted that Civil West Engineering staff had produced a new layer in the PUD's GIS containing data secured by Director Tucker from the County pertaining to open parcels in the unincorporated PUD area. The map shows buildable, septic denied, and unbuildable parcels. He also noted that the data related to the maximum development density for each zoning category was also transmitted to Civil West. By using this density information and the zoning categories, overlaid on the buildable lots and septic lots, the number of EDUs could be estimated at a buildout condition.</p> <p>He suggested that Civil West could be invited for a presentation at the December Board meeting.</p> <p>Director Tucker said that this information should be used to see if any pipes in the Waterline Project would need to be upsized. He also noted that hydrant locations could also be planned for the future.</p>
<p>c. Waterline Project</p>	<p>Director Sherkow said that Civil West Engineering was working on the project. A field review with PUD staff and kick-off meeting had occurred. Based mapping was under way. A schedule had been produced and would be refined.</p>
<p>d. Lead Service Line Inventory</p>	<p>Zach noted that the required inventory had been submitted to the State before the deadline. Angela noted that they received some feedback from the State and that some minor adjustments would be made. Zach said that there could be a requirement to inventory copper connections in the future.</p>
<p>e. Hydrant Management</p>	<p>Director Tucker distributed the 2019 Intergovernmental Agreement for Hydrant Management between the PUD and YRFPD. He also distributed his draft that would simplify the agreement. He noted that it was unlikely that YRFPD would financially participate in future hydrant procurements.</p> <p>After some discussion and based on the roles and responsibilities in the agreement, staff was directed to send a letter with a response deadline to the YRFPD and Central Coast Fire District, asking them for their formal assessment of hydrant locations and pressure/flow levels as required by current standards.</p>
<p>8. CORRESPONDENCE AND REPORTS</p>	<p>Director Sherkow said that the County was revising their Flood Hazard Management Ordinance and that this could impact the land development and cost of development west of US-101. There is a public hearing scheduled for Dec. 4, 2024.</p> <p>Director Tucker said that the wage and benefit data that he collected had been given to staff. He was interested in determining the total cost (employee and employer) for all PUD employees. It was suggested that a request could be made to the Cascade West COG to undertake such a study. Director Sherkow inquired about the production of a pay/salary table which was to be developed. After some discussion, he volunteered to work with staff to develop such a draft in stages starting with job positions.</p>

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9. OTHER ITEMS OF INTEREST	Director Sherkow asked if the PUD had been paid by the City of Yachats. Staff responded that they had not yet received the \$10,000 payment for supplemental water, and would follow up with the City. Director Tucker noted that the job performance review for the co-managers was about due.
10. ADJOURNMENT	President Cuellar adjourned the meeting at 11:55 AM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1
Date 11/21/25

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4
Date 1/21/25