



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

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



**BOARD OF DIRECTORS MEETING AGENDA  
25 February 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 January Meeting Minutes – Action Item
- 2. CIVIL WEST PRESENTATION**
  - a. Waterline Project Update
  - b. Build Out Study
  - c. Hydrant Coverage
- 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. Fire Marshall Reqs & Flow Tests
  - c. Certifications
  - d. New Billing Software and Account Audits
- 6. Executive Session: Pursuant to ORS 192.660.2**

**The governing body of a public body may hold an executive session:**  
(1) 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.
- 7. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
  - a. ISO Fire Rating
- 8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
  - a. Wage Survey
- 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.

Feb. 18, 2024

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

[www.swlcwpud.org](http://www.swlcwpud.org)

541-547-3315

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

<b>1. REGULAR MEETING CALL TO ORDER</b>	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. 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 for Board members. Mr. Gintner (PUD Attorney) noted that his firm will be providing legal representation to the City of Waldport, but that if there are legal issues between the PUD and the City, Mr. Gintner will continue to represent the PUD and not the City.
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar requested that certain items be taken out of order so that Mr. Gintner and Civil West representatives could minimize their time at the meeting. She also requested that an item be added to Section #2 having to do with the change in ownership of Civil West Engineering. 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, and Mr. Keven Shreeve and Ms. Shannon Joseph from Civil West Engineering. Retired Director Bill Turner was also present.
e. Review and Approval of January Meeting Minutes – Action Item	Director Sommer moved, seconded by Director Tucker, to approve the minutes of the January Board meeting. Motion passed unanimously.
<b>2. CIVIL WEST PRESENTATION</b>	
a. Change in Ownership	Mr. Shreeve briefly discussed the change in ownership of Civil West Engineering noting that it would eventually change its name to the parent firm's name sometime during the next year. It will continue with its client work and financial arrangements until that time. He said that Civil West will continue to do business as Civil West for the time being. Mr. Gintner opined about this situation and said that, at the time when Civil West Engineering changes its name, name on Certificates of Insurance, and name on the checks issued, an assumption agreement should be considered with the new parent firm (Verdantas). No action was required by the Board at the present time.
b. Waterline Project Update	Ms. Joseph briefed the Board about work underway. The issue of perfecting or creating legal easements for segments on the Waterline Project was discussed. One segment was noted on the south end of Waldport and another in the vicinity of Read Rd. Mr. Gintner said that the Civil West surveyor should create property descriptions for the affected locations. Ms. Joseph said that they are obtaining property title reports to see if any easements were noted. She also noted that replacement lines along US 101 will be designed to stay out of private property and within the highway right-of-way.  It was noted that securing voluntary agreements with property owners was the goal. Some alterations in the alignments may be necessary. Mr. Shreeve said that gaining new easements and associated work constitutes additional work on their contract with the PUD. No action was required at present.


<p>c. Build Out Study</p>	<p>Ms. Joseph displayed a GIS-linked map showing the maximum densities for parcels within the PUD boundaries. The data for the map was obtained by Director Tucker’s work with the County listing “buildable”, “septic denied”, and “unbuildable” lots. A significant number of houses could possibly be built on the south side of Waldport (within the PUD boundary). A large number of houses could also be built just north of Yachats west of US 101.</p> <p>If all of the houses were built, it would more than double the water customer-count for the PUD. Given the large number of potential houses that could be built in southern Waldport, pressure for additional water infrastructure would be felt on the north end of the PUD, including piping and treatment capacity at the Dick’s Fork Treatment Plant. Mr. Shreeve acknowledged that this was new information and that the existing Master Plan did not account for this level of development.</p> <p>Board members discussed the possibility of developers shouldering the costs for on-site and other necessary improvements associated with this possible development level. Additional work will be required at a later date. No action was taken.</p>
<p>d. Hydrant Coverage</p>	<p>Ms. Joseph displayed a GIS-linked map showing each PUD hydrant with a 500-foot circle around each representing the hydrant spacing, as required by the Oregon Fire Code. It was noted that there were locations where structures existed beyond the collective circles on the map, meaning that some structures presently existed beyond the current standard. Director Tucker noted that the Fire Districts could modify the standard based on their judgment.</p> <p>Director Sherkow handed out several pages of information related to or from the Oregon Fire Code. The first page related to structure construction types, noting that the vast majority of structures in the PUD area were Type V. The second page related construction types to required fire flows. The third page related required fire flows to average required hydrant spacing and maximum distance from the nearest hydrant to any structure. He also said that the presence of dead-end streets reduced the average spacing by 100 feet, noting that there were many dead-end streets on the west side of US 101. He used an example of Willa Street and the nearest hydrant.</p> <p>Director Sherkow recommended that, instead of sending the two fire districts a letter asking them to identify additional hydrant locations, staff share the GIS hydrant map with the two fire districts and use this material to help them identify additional locations. He also suggested a shared database between the PUD and fire districts to maintain an up-to-date inventory, and that a formal field-testing checklist be adopted. Director Tucker noted that the hydrant spacing should also be determined by the firefighting vehicles, hose access, and other limitations based on the current Fire District equipment and personnel.</p> <p>President Cuellar discussed the issues about hydrant testing. Director Tucker briefed the Board on some items that he discussed with the Fire Marshal during recent field testing at some hydrants with PUD and Fire staff. He has evolved his opinion and now believes that the test should be done jointly by PUD and Fire staff. After some discussion, it was determined that a 3-year test period could be handled by staff without creating a manpower issue. Mr. Gintner advised the Board that whatever the goal for testing would be, to make sure that it is “doable” and make sure that the PUD accomplished the goal.</p> <p>After some further discussion, it was the consensus of the Board that there should be two hydrant projects: 1) those related to the Waterline Projects which will have locations designed by Civil West Engineering and shared with the Fire Districts for plan-reviews; and 2) using the GIS maps, ask each Fire District for the top 5 or 6 locations for</p>


	<p>additional hydrant locations. This latter group would be prospectively funded through regular PUD construction funding in future budgets.</p> <p>Staff was directed to share the GIS maps with the two Fire Districts and request the top priority locations for additional hydrants.</p>
<b>3. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)</b>	None
<b>4. TREASURER’S REPORT</b>	
a. Review and Approval of Disbursements – Action Item	Director Sherkow moved to approve the January disbursements. Director Sommer seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved to approve the January Financial Report. Director Sommer seconded the motion. Motion passed unanimously.
c. Monthly Reconciliation Report – Action Item	Director Sommer moved to approve the Reconciliation Report ending January 31, 2025. Director Sherkow seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	<p>Angela noted that revenue was down for January, but this was a typical seasonal occurrence. She noted that a bid for water meters came in at approximately \$13,000. The meters should be delivered in March.</p> <p>The billing firm had changed about \$19,000. A check for property insurance had also been cut. During the next year, the property insurance cost is to be analyzed by staff.</p>
<b>5. MANAGERS REPORT</b>	
a. PRV replacement	Zach said that the last of the two PRV vaults had been placed by Cascade Water Works with the tie-in completed this week. Some finetuning would still need to be done once the vaults were activated. Director Sommer asked Zach to look into the contractor’s flagger practices, noting his concerns.
b. Fire Marshall Reqs & Flow Tests	During the recent field testing, it was noted that the PUD could use an improved pressure gauge for future testing at hydrants. After a discussion between Director Tucker and Zach, it was assessed that there were sufficient fire flows at all hydrants. This would be determined for sure during field testing.
c. Certifications	Zach said that he was going for the water treatment – level 2 certification. More classes were coming up and that staff members were pursuing the future tests.
d. New Billing Software and Account Audits	The billing system was being implemented, and that the autopay portal was open with about 80 customers registered so far. She noted 3 customer accounts whose meters had been pulled but for which a billing balance remained. Board members encouraged her to pursue the outstanding balances or put liens on the property. Director Sommer suggested that a search be done in the customer database looking for “no use” customers. Angela noted that some customers had little or no water use because the house is a vacation or rental house, and not used every billing period. She said that the new billing system could check for these instances.
<b>6. EXECUTIVE SESSION: Pursuant to ORS 192.660.2</b>	
The governing body of a public body may hold an executive session: (i) to review and evaluate the	<i>Separate minutes. No action was recommended from the Session.</i>

<p>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</p>	
<p><b>7. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</b></p>	
<p>a. ISO Fire Rating</p>	<p>Director Tucker requested that this item be moved to the March 2025 Board meeting.</p>
<p><b>8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</b></p>	
<p>a. Wage Survey</p>	<p>Director Sherkow presented a PowerPoint slide show which laid out the State certification requirements for staff, and related issues. The presentation also denoted the data provided in Director Tucker’s pay survey from late 2024. He suggested a pay table which accounted for longevity and increases in leadership/skills/knowledge. He divided possible certification combinations (WD and WT levels) into possible groups and compared it to existing staff gross pay and certification levels.</p> <p>He suggested that promotions tie certification levels, as follows:</p> <ol style="list-style-type: none"> <li>1. This links promotions to increased skill-levels coupled with satisfactory performance or better</li> <li>2. Increase Base Pay Pool Over 3-Year Period with higher promotion possibilities</li> <li>3. Maintain \$1/hr increase for each year of longevity coupled with satisfactory performance or better</li> <li>4. Replace \$2/hr increase for Certificate attainment with promotions, or combination of \$1/hr increase, bonus and/or promotion (including for Cross-Connection Specialist and Filtration Endorsement)</li> <li>5. Retain COLA increases tied to cost-of-living index</li> <li>6. Consider bonus for exemplary performance (office and field)</li> <li>7. Consider “Fast Start” pay increases after from Probation thru Step 2</li> <li>8. Staff will continue their longevity path in any new system, and will be eligible for promotion-related increases (<i>i.e., no one goes backward</i>)</li> <li>9. Map out certificate and other education plan for each employee</li> <li>10. Create recognition plan for employees (time and achievements)</li> </ol> <p>He presented an analysis showing the dollar impact of 1) longevity, 2) COLA, and 3) prospective promotions. He the presented a 10-year budget outlook (using Budget-Builder) if these suggestions were implemented. He noted that some of the suggestions could be implemented over a several month process.</p> <p>The Board discussed the featured suggestions. The Board consensus was to proceed with the increase to the base Pay Pool over a 3-year period. The overall amount for the four field personnel and a similar adjustment for the Billing Clerk would be carried into the FY26 draft budget by Angela. Further work will be required on other features.</p>
<p><b>9. CORRESPONDENCE AND REPORTS</b></p>	<p>None</p>

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

<b>10. OTHER ITEMS OF INTEREST</b>	Director Sherkow noted that the new USEPA administration has paused the PFAS (forever chemicals) regulations until a review was completed.  Angela noted that Water District Commissioner Troy Hurd will not continue in that position, and that a replacement Commissioner will have to be found.
<b>11. ADJOURNMENT</b>	President Cuellar adjourned the meeting at 1:02 PM.

  
\_\_\_\_\_, Board President  
Roxie Cuellar, Director Subdivision 1  
Date 4/8/25

  
\_\_\_\_\_, Board Secretary  
Franklin Sherkow, Director Subdivision 4  
Date 4/8/25

