



**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 SPECIAL MEETING AGENDA
27 September 2023 – 10:00 AM**

The special meeting will be held at the District Office, 7740 Hwy. 101 North, Yachats, OR

- 1. SPECIAL MEETING CALL TO ORDER**
- 2. THIS MEETING IS TO DISCUSS THE DISTRICT MANAGER'S RESIGNATION**
- 3. ADJOURNMENT**

All regular and special meetings are open to the public.
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please contact the SWLCWPUD Office at 541-547-3315 or email office@swlcwpud.org

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

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BOARD OF DIRECTORS SPECIAL MEETING
27 September 2023 – 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, Vice President Anthony, Director Tucker, Director Turner and Director Sherkow.
b. Note Guests Present	Mr. Quinton Smith Reporter/Editor/Manager of Yachats New.com
2. DISCUSSION OF THE DISTRICT MANAGER'S RESIGNATION	<p>President Cuellar began the discussion by saying that there were immediate issues and long-term issues that should be addressed. She said that Civil West Engineering had offered help in terms of managing the Bolt Replacement project which is underway, and the PRV project (not yet started). It was noted that Mr. Rick McClung (City of Yachats, Water Treatment Plant Operator; and part-time SWLCWPUD employee) could support some activities.</p> <p>Mr. Keven Shreeve (Civil West) told President Cuellar that his firm could help with all capital projects and provide interim management services. President Cuellar said that Angela could manage the office functions. Director Tucker wanted to discuss more about timelines and things that needed to be done as the DM's final day (Oct. 20, 2023) approached.</p> <p>Director Sherkow distributed a sample matrix that could be used to organize roles and responsibilities for the next 4 weeks and the 60 days that followed. He also provided a list of high-priority tasks/duties that he felt should be addressed as soon as possible. He also expressed some concern about awarding Civil West the design work for the Waterline Project, noting that it was going to be more than \$100,000 and might have to go through a qualification-based selection (QBS) process. DM Anderson said that it shouldn't be a problem because Civil West was the "engineer of record" on the preliminary work. Director Sherkow wanted to ensure that the procurement was done in accordance with State law. He suggested that President Cuellar contact Mr. Pete Gintner (PUD Attorney) to request a legal opinion on the subject just to be sure of the obligations of the Board.</p> <p>Director Tucker discussed possible organizations that could be contacted to post the DM's job opening. DM Anderson said that, in order to save time, the old job posting and job description could be reviewed, quickly updated, and distributed. Some discussion concerning the DM salary was conducted. It was decided that a range starting at \$90,000 should be considered. The housing prices in the area were a possible challenge to recruiting and Director Tucker proposed the placement of a manufactured home on PUD property as one way to address the problem of relocating a new DM and family to the area.</p> <p>DM Anderson said that Zach could serve as interim DM with strong support from Angela (for administrative functions) and Civil West (for capital projects) for the short-term. He thought that Angela could manage the office and get support from the Auditing firm (which has accounting services) as needed. He suggested posting the job at several rural water associations in surrounding states, Oregon Association of Water Utilities, and SDAO. Director Sherkow suggested sending the posting to the water utility directors from Lincoln City to Florence.</p> <p>Director Tucker suggested that someone have a meeting with Angela and Zach to determine their reaction to how the short-term process could work and their interest in assuming additional responsibility in the interim. Director Sherkow said that if this was done, additional</p>

	<p>compensation should be considered. President Cuellar thought that additional compensation, should come in the form of monthly bonuses rather than an adjustment to regular pay rates.</p> <p>Director Sherkow expressed concerns about having additional duties and responsibilities pressed on Angela and Zach without having ways to address higher-level management issues. He used the examples of discussions with the State about funding, leak-forgiveness cases, contract-related issues on the capital projects, etc. He said someone needed to be able to respond to those issues. He also said that having these vital staff people take on more duties may mean that some of their current tasks are left undone. He suggested that someone talk to Mr. McClung (Yachats) to see how he could help, what role he wanted to serve in (i.e., advisor or "doer"), and how much time he could provide. Once this was known, then a meeting with Angela and Zach could be more fruitful.</p> <p>Director Tucker suggested a meeting with Angela and Zach as quickly as possible. President Cuellar said that she was meeting with Civil West Engineering on Tuesday afternoon (Oct. 3rd) and suggested Wed. afternoon (Oct. 4th) as a possible meeting date with Angela and Zach. DM Anderson agreed to that time and would arrange it with staff. Director Turner offered to join President Cuellar at the meeting with Civil West on Oct. 3rd.</p> <p>Director Sherkow suggested a full discussion with Civil West about what they could bring to the situation, and that could impact the discussion with staff. He also suggested that DM Anderson talk to Mr. McClung about his thoughts before the Oct. 4th meeting.</p> <p>It was agreed that the job posting should read "Open until filled" so as not to set a firm deadline which might have to be changed later. Director Tucker suggested that the City of Yachats be consulted about the possible increased use of Mr. McClung's time. DM Anderson said that Mr McClung could address that himself. President Cuellar said that she would talk to the mayor.</p> <p>A second Special Meeting of the Board was scheduled for October 11, 2023 at 10 AM. The purpose would be to examine events at that point and provide additional direction. President Cuellar summarized the discussions and action items. Director Anthony said that the job posting should happen quickly.</p> <p>Director Sherkow offered to update the job posting and job description, and release them to the Board members through Angela. Comments from Board members would be requested quickly with a job posting release-target of early next week. Director Tucker wanted to ensure that Mr. Gintner (PUD Attorney) be kept informed. President Cuellar said that he would be.</p>
3. ADJOURNMENT	President Cuellar adjourned the meeting at 11:24 AM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1

Date 1/25/24

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 1/25/24