



**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 May 2022 – 10:00 AM**

The regular meeting will be held at 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 Minutes – Action Item
- 2. ENGINEER'S REPORT**
- 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. Treasurer Report/Update
- 5. DISTRICT MANAGER'S REPORT**
  - a. Staffing Update
  - b. Update of Capital Projects
  - c. Grant Status
  - d. Energy Efficiency Measures for Blodgett WTP
  - e. Email System
- 6. OTHER OLD BUSINESS for BOARD CONSIDERATION**
  - a. Late Fees
- 7. OTHER NEW BUSINESS for BOARD CONSIDERATION**
  - a. Surplus vehicles and equipment
  - b. Renewable Energy Grant
- 8. CORRESPONDENCE AND REPORTS**
- 9. OTHER ITEMS OF INTEREST**
- 10. ADJOURNMENT**

May 25, 2022

**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 May 2022 – 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, Vice President Anthony, and Director Sherkow
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	Staff members present to ask for salary increase (Mike, Zack, Kelli, and Angela) Motion by Director Sherkow, seconded by Vice President Anthony to add Item #4d about staff concerns on salaries. Motion passed unanimously.
d. Note Guests Present	Four staff members and Keven Shreeve (Civil West)
e. Review and Approval of April meeting and May Special Board Meeting – Action Item	Vice President Anthony moved the approval of the April Regular Board meeting and the Special Board Meeting in May. Director Sherkow seconded the motion. Motion passed unanimously.
<b>2. ENGINEER'S REPORT</b>	<p>Mr. Keven Shreeve (Civil West) noted that his firm is finishing the preliminary engineering reports on the projects assigned. This would get these projects to approximately a 30% design level.</p> <p>He thought that the PUD would hear from BizOR/OHD/USDA in June or July on the funding application previously submitted. He also said that the FEMA related funding could be determine later. This might be funding for “technical assistance” grants with a 25% local match requirement. This could pay for engineering work.</p> <p>A general discussion with Board members and DM Anderson ensued concerning that the Board will have to make decisions if an outside funding package is received. That could have an impact on the budget and conceivably on water rates. The timing of the funding and when it is used, would also be important.</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 the approval of the Disbursement List for April, and Vice President Anthony seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	<p>Director Sherkow asked whether the accounting process was being brought inhouse. DM Anderson said that they are closer to a decision. Director Sherkow noted that the Water Sales figure was lower than he anticipated. DM Anderson said that it was about normal for the month of April.</p> <p>Director Sherkow made a motion to only approved the pages related to the General Revenue and Expenses and all pages thereafter. Vice President Anthony seconded the motion. Motion passed unanimously.</p>
c. Treasurer Report/Update	Director Sherkow distributed a handout showing the latest CPI and PPI national data and noted the likely impact on next year's budget for labor and materials costs.

d. Staff Pay Levels	DM Anderson introduced the topic of staff's concerns about their low pay levels. President Cuellar encouraged each staff member present to talk about their concerns. The main issue was the low pay levels and that the wage levels weren't keeping pace with the cost of living. Some staff members mentioned that they could make more money doing other jobs. They asked the Board to consider higher wages for the upcoming fiscal year. DM Anderson said that he valued staff's dedication and performance, and noted that water utility workers were generally not well paid for the jobs that they do. He also noted that it was increasingly difficult to hire and retain staff.
<b>5. DISTRICT MANAGER'S REPORT</b>	
a. Staffing Update	DM Anderson noted that Barry would be leaving in one month. Mike would be retiring in August. He went through some alternatives, including hiring two new entry-level field employees.
b. Update of Capital Projects	DM Anderson said that Westech Engineering was finishing up with work at the BWTP. In June, the work on drains, screens, filters, new computer, software, and security would be completed.
c. Grant Status	DM Anderson referred to the previous discussion.
d. Energy Efficiency Measures for Blodgett WTP	DM Anderson mentioned that he was exploring ways to make the BWTP more energy efficient with more details to come in future months.
e. Email System	DM Anderson said that he is considering moving the email system to a Google platform.
f. Water Loss Audit	DM Anderson referred to the report that was distributed. He explained the audit results and noted that the water losses were slightly less than for the average system the size of the PUD. A general discussion about the report results ensued.
g. Consumer Confidence Report (CCR) – Water Quality	DM Anderson said that the report would be available next month.
<b>6. OTHER OLD BUSINESS for BOARD CONSIDERATION</b>	
a. Late Fees	Director Sherkow moved the adoption of a \$10 late fee, and Vice President Anthony seconded the motion. Motion passed unanimously.
<b>7. OTHER NEW BUSINESS for BOARD CONSIDERATION</b>	
a. Surplus vehicles and equipment	DM Anderson said that a "surplus list" of equipment would be available next month for consideration. He mentioned that the large truck and one other truck were scrap and not repairable at a reasonable cost. Also, he said that the John Deere tractor was surplus and that a public agency prospective buyer had been found that wants to buy it for \$60,000.  Director Sherkow moved that Truck 1 and 2 be classified as surplus at scrap value, and that the tractor be classified as surplus to be sold for \$60,000 to another public agency. Vice President Anthony seconded the motion. Motion passed unanimously.
b. Renewable Energy Grant	Director Sherkow said that DM Anderson had discovered the availability of a ODOE grant program for planning and construction of renewable energy projects. He was working on a draft grant application with the DM. Action by the Board would be necessary at the June meeting to authorize the submission of the application before the July deadline.
<b>8. CORRESPONDENCE AND REPORTS</b>	None
<b>9. OTHER ITEMS OF INTEREST</b>	
a. Redistricting	President Cuellar had talked to Director Tucker concerning redistricting for the next election cycle. Director Tucker had talked with Dana Jenkins (Lincoln County Clerk) and was given the voters list with physical addresses.

	The Board discussed the use of voters totals as opposed to population counts at the block level (which were not available). President Cuellar said that she would talk to Mr. Jenkins about using the voters list for redistricting. DM Anderson said that the GIS maps could be used if the data was usable and sortable, and requested an electronic file. It was noted that the Board would have to perform the redistricting effort and transmit its result to the County Clerk.
b. Hydrant Pressure Test	Director Sherkow requested that DM Anderson contact the Yachats Rural Fire Protection District and coordinate a pressure test at each hydrant.
<b>10. ADJOURNMENT</b>	President Cuellar declared the meeting adjourned at 12:13 PM

Roxy Cuellar, Board President  
Roxy Cuellar, Director Subdivision 1

Date 9/28/22

Franklin Sherkow, Board Secretary  
Franklin Sherkow, Director Subdivision 4

Date 9/28/22