



**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
11 OCTOBER 2023 – 10AM**

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 MANAGEMENT OPTIONS**
- 3. PROCUREMENT RULES**
- 4. 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

October 4, 2023

SOUTHWEST LINCOLN COUNTY WATER PUD (SWLCWPUD)
 7740 HIGHWAY 101 NORTH, YACHATS, OR - PO BOX 368, WALDPORT, OR 97394-0368
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 541-547-3315

BOARD OF DIRECTORS SPECIAL MEETING
11 October 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. Peter Gintner, PUD Attorney
2. DISCUSSION OF MANAGEMENT OPTIONS	<p>President Cuellar began the discussion by posing the question, “Who will do the tasks that need to be done?” (with the departure of DM Anderson). Director Sherkow suggested that Director Turner, acting as the Treasurer, should review invoices and receipts with Angela before they reach the monthly financial reports. After a brief discussion, he further recommended that if Angela and Zach are to provide interim supervision of people and ongoing duties, then they should meet weekly with Mr. Rick McClung (City of Yachats, Water Treatment Plant Operator; and part-time SWLCWPUD employee) to handle a division of work and dealing with various high-level issues as they come up. He suggested that Mr. McClung be the primary interface with Civil West Engineering and BizOR on behalf of PUD. He should attend the monthly Board meetings, along with Angela and Zach, in order to provide the Board a complete picture of the issues and progress being made.</p> <p>DM Anderson noted that Mr. McClung could provide additional hours at the present pay rate. If more effort was required, then Mr. McClung could determine if his schedule could allow for that and if additional pay would be warranted.</p> <p>President Cuellar stated her preference that if Angela and Zach were to provide interim supervising responsibilities (until a new DM was hired), then they should be compensated through a bonus, rather than an increase to their regular hourly pay rates. The backup for the payroll records would reflect separate information concerning the regular pay, bonus pay, and overtime (if any). Tax withholding (and other pay deductions) would be handled in the payroll process at the higher pay amounts, including the bonus.</p> <p>There was some discussion about the level of the bonus to be applied. Zach and Angela had provided a recommendation about their bonus levels. Some discussion pursued about starting at a lower level and perhaps increasing the level of the bonus over time. Other Board members wanted a single bonus level throughout the interim period. Other Board members were concerned about the level of the bonus being discussed as too high. There was discussion about having the bonus associated with a monthly assessment of performance, but was thought by other members as unworkable.</p> <p>DM Anderson said that it wasn’t just what was being done by these employees (additional work effort), it was about the change in the level of responsibility.</p> <p>After additional discussion, Director Sherkow moved that Angela and Zach be assigned with additional supervisory responsibilities during the interim period (until a new DM was hired) taking up some duties in order to continue the smooth operation of the PUD, and that their bonus level be set at 25% of their gross pay per month applied against their regular pay total, excluding any overtime payments. Director Turner seconded the motion. Vote: Yes - President Cuellar, Vice President Anthony, Director Turner and Director Sherkow. No - Director</p>

	<p>Tucker.</p> <p>It was discussed that Mr. McClung would provide support, but a meeting with him would be required to see how much time he could dedicate to the effort. President Cuellar said that a new meeting would be set up to discuss those issues (previously scheduled meeting had been cancelled due to a conflict on Mr. McClung’s schedule). The Board appeared comfortable with the idea of having Angela, Zach and Mr. McClung meet regularly and that they attend future Board meetings to report to the Board.</p> <p>Mr. Gintner was asked if the approached discussed by the Board was in keeping with State and Federal employment laws and regulations, and if written agreements with the two employees would be necessary or advisable. He said that a written agreement could be done, but noted that that step wasn’t going to give the Board/PUD complete legal protection if something untoward occurs. President Cuellar requested that a written agreement be drafted outlining the additional duties and levels/conditions of the bonus.</p> <p>President Cuellar then turned the discussion toward tasks assigned to Civil West Engineering. Based on a meeting held with them the preceding week, she said that they would take on more responsibility with the Bolt Replacement project, including acting as the project manager (PM) for the PRV portion of the project, establish the estimated cost from Cascade Water Works, and interact with BizOR about increasing the Bolt Replacement grant/loan amount.</p> <p>Referring to the Waterline project, it was noted that Mr. McClung could act as the grant manager, interact with BizOR, develop any required procurement documents needed for environmental and design work, and interact with Civil West personnel as needed. Zach could provide information about which section of the leaking waterline would have to be placed in the scope of the grant/loan (displacing some waterline segments currently noted in the project scope).</p> <p>The Board discussed the changes needed for the items required for check signing, purchasing a PC that can connect to the projector, and credit card issuance and limits. An overall credit card limit of \$10,000 was generally discussed. There was discussion about whose name should be on the account (overall responsibility) and names on the credit cards within the account. President Cuellar said that she would work with the bank to resolve this issue.</p> <p>President Cuellar summarized the tasks previously discussed, including getting a proposal to Zach and Angela about the bonus levels and new responsibilities, drafting a written agreement, using more of Mr. McClung’s time and expanding his duties, and having Civil West Engineering act as the PM for the PRV element of the Bolt Replacement project and talking to BizOR about the grant/loan.</p> <p>The Board reviewed where the DM job had been/will be posted, including OAWU, SDAO, and several rural water associations in surrounding states. A discussion pursued concerning setting up meetings with Angela and Zach, and with Mr. McClung. The results of these meetings will be discussed at the Oct. 18th regular Board Meeting.</p>
<p>3. PROCUREMENT RULES</p>	<p>Item postponed until Oct. 18, 2023 Board Meeting</p>
<p>4. ADJOURNMENT</p>	<p>President Cuellar adjourned the meeting at 11:55 AM.</p>

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