



**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
21 February 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 January Meeting Minutes – Action Item
- 2. TREASURER'S REPORT**
 - a. Review and Approval of Disbursements – Action Item
 - b. Monthly Financial Report – Action Item
 - c. Treasurer Report/Update
- 3. SUPERVISOR REPORT**
 - a. Supervisor Proposal
 - b. Valve Project Update
 - c. Computers
 - d. Fleet
- 4. OTHER NEW BUSINESS FOR BOARD CONSIDERATION**
 - a. Appoint Budget Officer
- 5. OTHER OLD BUSINESS FOR BOARD CONSIDERATION**
 - a. Schedule Meeting to Review Engineering Proposals
 - b. SDC Review
 - c. Employee Compensation
 - d. Blodgett Fuel Storage
 - e. Tank Safety Ladders
 - f. Lead Pipe Inventory
- 6. CORRESPONDENCE AND REPORTS**
- 7. OTHER ITEMS OF INTEREST**
- 8. ADJOURNMENT**

All regular and special meetings are open to the public.
If you need any assistance or would like to attend a Board meeting remotely,
please contact the SWLCWPUD Office at 541-547-3315 or email office@swlcwpud.org

February 14, 2024

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

541-547-3315

BOARD OF DIRECTORS MEETING
21 February 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, Vice President Anthony, Director Tucker, Director Turner and Director Sherkow. Staff supervisors, Ms. Angela Vogl and Mr. Zachary Forcier, were also present. |
| b. Conflict of Interest Declarations | None |
| c. Agenda Changes and Agenda Approval – Action Item | Under Other Old Business for Board Consideration – add Item #6g - Discussion of Liability for Trails and Paths (to be taken up while Mr. Peter Gintner, PUD Attorney was present). Director Sherkow requested that an item be added concerning Renewable Energy Planning project – add Item #6h. He also requested adding an update on Employee Certification – add Item #4e. In addition, he requested that the Public Comment item be added – new Item #2 (with all other items moved down in numbering). Motion by Vice President Anthony to approve the agenda as amended and seconded by Director Sherkow. Motion passed unanimously. |
| d. Note Guests Present | Mr. Peter Gintner, PUD Attorney (departed at 10:35 AM); Water District Commissioners present: Bill Gulacy and Troy Hurd. |
| e. Review and Approval of January Meeting Minutes – Action Item | Director Turner moved and Director Turner seconded a motion to approve the January Meeting minutes. Motion passed unanimously. |
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| 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 Turner moved that that the January Disbursements, seconded by Vice President Anthony. Motion passed unanimously. |
| b. Monthly Financial Report – Action Item | Director Sherkow asked a question about the level of the January employee cost. Angela responded by noting the three payroll dates in December and the two in January that explained the figures. Director Sherkow moved and Vice President Anthony seconded a motion to approve the January financial report. Motion passed unanimously. |
| c. Treasurer Report/Update | <p>President Cuellar said that the auditor would start their work after the books were changed from “accrual” to “cash”. Angela noted that the accounting books were now properly closed and that the auditor was starting work.</p> <p>Director Turner investigated the possibility of having the Water District funds be held in State pool (Local Government Investment Pool - LGIP) given that it was paying a much higher interest rate. After discussion with USDA, the move was approved.</p> <p>President Cuellar briefed the Board about changes to the PUD’s credit card. 1st Security Bank said that it could establish a card with a limit of \$10,000 per month in President Cuellar’s name but used by Angela and Zach. She said that she would sign the required form, and asked Director Tucker to destroy the previous credit card.</p> <p>Director Tucker and Angela briefed the Board about the Cash Flow Projection.</p> |

| 4. SUPERVISOR REPORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------|-------------------|------|----------|------------|------|------|------------------|----------|------|------|------------------|-------|------|------|------------------|-----------------------|-------|------|---------------|-------------------|-------|-----------|---------------|----------|------|------|---------------|---------|------|--------|---------|--------------|--------|------|--------|--------------------|---------|------|-------------------|---------------|---------|------|---------------|
| a. Supervisor Proposal | <p>Zach and Angela presented their vision about how PUD duties could be divided and asked for a 25% increase in salaries in order to take on these levels of responsibility going forward. President Cuellar asked if this would result in the addition of more staff as Zach and Angela took on more responsibilities. Director Sherkow asked that Angela and Zach look at the current DM Job Description to make sure that all tasks are being addressed, and he asked that Zach and Angela think about how they envision where the PUD would be in 1 year and in 5 years.</p> <p>Director Tucker noted that he liked the presentation material. Director Sherkow noted that such a change would result in changing the job titles from “Supervisors” to “Managers” and that the new positions (which should have formal job descriptions) would become classified as “exempt” serving “at will”. President Cuellar said that she thought the Board should accept the proposal. Director Turner said that there should be changes to the job descriptions. After some discussion, the Board generally agreed that the final pay adjustments could be made retroactively.</p> <p>Since the proposal included shared responsibilities for some work tasks, Director Sherkow asked that the current DM Job Description be used to show who (Zach or Angela) would lead each task, who would support, and which tasks were to be done in combination. He also asked that the final pay amounts be presented for action at a future Board meeting.</p> <p>President Cuellar suggested that a package with the items be brought back to the March regular Board meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Valve Bolt Replacement Project Update | <p>Zach and Angela reported that the contractor resolved the bond matter last week that was delaying work. Zach indicated that all work on the bolt replacements should be complete next week. He noted that 2 additional valve cluster locations had been identified where bolts needed to be replaced. That work had been done.</p> <p>Director Sherkow asked if more locations existed where bolts were of the same vintage as the ones being replaced, and more substandard pipe locations. Zach noted that staff was working to identify those locations.</p> <p>Angela said that she had been working with State staff about finalizing approval for the additional funding in the Bolt Replacement Project associated with the PRVs. She noted that it was under legal review at the State and should be finalized soon. Zach noted that he was working to get a new price quote from Cascade Water Works for the PRV items.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Computers | <p>Angela briefed the Board about computer equipment owned by the PUD, the age, and status.</p> <p>She suggested that the 2 iPads be replaced given their age. She did not recommend replacing any other equipment now that all of the data is “backed up in the cloud.” Director Sherkow noted that the office PCs had no active warranties. Angela said that she did not believe that it was necessary at this time, but could look at the cost of extended warranties.</p> <p style="text-align: center;">PUD Computers & Devices</p> <table border="1"> <thead> <tr> <th>Device Name</th> <th>Make</th> <th>Year</th> <th>Warranty</th> </tr> </thead> <tbody> <tr> <td>Billing PC</td> <td>Dell</td> <td>2020</td> <td>expired 11/27/23</td> </tr> <tr> <td>Admin PC</td> <td>Dell</td> <td>2020</td> <td>expired 11/27/23</td> </tr> <tr> <td>DM PC</td> <td>Dell</td> <td>2020</td> <td>expired 11/27/23</td> </tr> <tr> <td>Plant Operator Tablet</td> <td>Apple</td> <td>2020</td> <td>upgrade-ready</td> </tr> <tr> <td>Meter Read Tablet</td> <td>Apple</td> <td>2019-2020</td> <td>upgrade-ready</td> </tr> <tr> <td>Plant PC</td> <td>Dell</td> <td>2008</td> <td>Tied into TAG</td> </tr> <tr> <td>Shop PC</td> <td>Dell</td> <td>Jul-22</td> <td>Unknown</td> </tr> <tr> <td>Admin Laptop</td> <td>Lenovo</td> <td>2023</td> <td>May-24</td> </tr> <tr> <td>On Call Cell Phone</td> <td>Samsung</td> <td>2021</td> <td>not upgrade ready</td> </tr> <tr> <td>DM Cell Phone</td> <td>Samsung</td> <td>2021</td> <td>upgrade-ready</td> </tr> </tbody> </table> | Device Name | Make | Year | Warranty | Billing PC | Dell | 2020 | expired 11/27/23 | Admin PC | Dell | 2020 | expired 11/27/23 | DM PC | Dell | 2020 | expired 11/27/23 | Plant Operator Tablet | Apple | 2020 | upgrade-ready | Meter Read Tablet | Apple | 2019-2020 | upgrade-ready | Plant PC | Dell | 2008 | Tied into TAG | Shop PC | Dell | Jul-22 | Unknown | Admin Laptop | Lenovo | 2023 | May-24 | On Call Cell Phone | Samsung | 2021 | not upgrade ready | DM Cell Phone | Samsung | 2021 | upgrade-ready |
| Device Name | Make | Year | Warranty | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Billing PC | Dell | 2020 | expired 11/27/23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Plant Operator Tablet | Apple | 2020 | upgrade-ready | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meter Read Tablet | Apple | 2019-2020 | upgrade-ready | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| On Call Cell Phone | Samsung | 2021 | not upgrade ready | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>d. Fleet</p> | <p>Zach briefed the Board on the existing fleet and problems with the heavy truck (Hino). He noted the repairs made and problems with the unit. He also said that it was the only truck capable of hauling the heavy equipment and provide the capacity of hauling dirt. This resulted in lost time in the field when multiple tasks were required.</p> <p>He noted that a new replacement of the type needed was a 1-ton, dually diesel 4x4 with utility box and bed. The cost for a new vehicle could be in the \$160,000 range with all of the features.</p> <table border="1" data-bbox="657 373 1531 793"> <thead> <tr> <th>Vehicle</th> <th>Year</th> <th>Mileage</th> <th>Drive</th> <th>Towing</th> <th>Condition</th> <th>Driver</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Ford Ranger</td> <td>2022</td> <td>22,795</td> <td>4W</td> <td>Light weight trailers</td> <td>New-Procurement Pricing</td> <td>Mike</td> <td>\$26,000 on 5/2022</td> </tr> <tr> <td>Ford Ranger</td> <td>2022</td> <td>16,200</td> <td>4W</td> <td></td> <td>New-Procurement Pricing</td> <td>Zach</td> <td>\$26,000 on 5/2022</td> </tr> <tr> <td>Chevy</td> <td>2011</td> <td>108,836</td> <td>4W</td> <td></td> <td>State Surplus</td> <td>Tul/Extra</td> <td>\$8,500 on 1/2023</td> </tr> <tr> <td>Chevy</td> <td>2010</td> <td>172,527</td> <td>4W</td> <td>Light weight trailers</td> <td>State Surplus</td> <td>Tyler/Gabe</td> <td>\$5,800 on 5/2022 Purchased when T2 broke down</td> </tr> <tr> <td>Hino</td> <td>1998</td> <td>304,952</td> <td>2W</td> <td>Yes</td> <td>State Surplus</td> <td>Mike/Tyler</td> <td>\$29,500 on 8/2022 Staff replaced: Clutch, starter, extensive wiring, Power Take Off, Emergency Break, Cleaned and serviced fuel system and air system. HVAC currently not working, vehicle can't defrost</td> </tr> </tbody> </table> <p>Board members asked questions about such a one-time cost given constraints in the budget. Director Sherkow asked if the cost could be financed over a number of years (noting the high auto loan interest rates) or if a lease was possible. Zach said he would check on it. Director Turner asked if all of the requested features were necessary. There was also some discussion about seeking a used truck from a contractor or utility company. President Cuellar asked staff to bring back options at the next meeting.</p> | Vehicle | Year | Mileage | Drive | Towing | Condition | Driver | Notes | Ford Ranger | 2022 | 22,795 | 4W | Light weight trailers | New-Procurement Pricing | Mike | \$26,000 on 5/2022 | Ford Ranger | 2022 | 16,200 | 4W | | New-Procurement Pricing | Zach | \$26,000 on 5/2022 | Chevy | 2011 | 108,836 | 4W | | State Surplus | Tul/Extra | \$8,500 on 1/2023 | Chevy | 2010 | 172,527 | 4W | Light weight trailers | State Surplus | Tyler/Gabe | \$5,800 on 5/2022 Purchased when T2 broke down | Hino | 1998 | 304,952 | 2W | Yes | State Surplus | Mike/Tyler | \$29,500 on 8/2022 Staff replaced: Clutch, starter, extensive wiring, Power Take Off, Emergency Break, Cleaned and serviced fuel system and air system. HVAC currently not working, vehicle can't defrost |
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| <p>e. Employee Certification</p> | <p>Zach noted that staff was preparing for tests. Tyler was due for a test (Dist.1) in March. Mike was scheduling a test (Dist. 2) in Sept. If he was successful, this could eliminate the need for the part-time work by Russ Roberts who is covering this required certification. Zach was looking at a December test for Water Treatment Operator 2.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5. OTHER NEW BUSINESS FOR BOARD CONSIDERATION</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>a. Appoint Budget Officer for FY 25 Budget</p> | <p>Director Sherkow moved the appointment of Angela as the Budget Officer for the upcoming cycle. Vice President Anthony seconded the motion. Motion passed unanimously.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6. OTHER OLD BUSINESS FOR BOARD CONSIDERATION</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>a. Schedule Meeting to Review Engineering Qualifications – Waterline Project</p> | <p>Director Sherkow noted the multi-step process ahead in the acquisition of the Design Engineer and CM for the Waterline Project. The next step was to summarize the ranking sheets (Qualifications submitted by two firms) filled out by the Board members. After that the Board should rank the two firms at a future meeting. Board members and Mr. Gintner discussed the nature of this information being subject to public records requirements. The resolution of the issue was to consider any information that is submitted to the Board or discussed at Board meetings to be "Public Records."</p> <p>President Cuellar discussed a possible Board Special Meeting to undertake the firms' rankings. It was determined that March 5, 2024 at 1 PM would be scheduled for that purpose.</p> <p>Mr. Gintner departed at 10:35 AM.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BOARD OF DIRECTORS MEETING
21 February 2024 – 10:00 AM

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|--------------------------------------|---|
| b. SDC Review | Held over until the regular March Board Meeting. |
| c. Employee Compensation | Director Tucker said that he was waiting for feedback from President Cuellar and Mr Gintner (PUD attorney). It was decided that, in the interest of time, Director Tucker would go ahead with the survey as soon as possible. |
| d. Blodgett Fuel Storage | Angela said that USFS had approved the storage tank application for 220 gal of gasoline and 150 gal of diesel. It was thought that the final acceptance of the tanks would be conditional on USFS inspection, and perhaps, that of the State. Angela will follow up and get a price quote from appropriate vendors. |
| e. Tank Safety Ladders | Zach said that he will work with Cascade Water Works to get a price quote. |
| f. Lead Pipe Inventory | Angela noted that she discussed the PUD’s prospective inventory process with OHA and the process appears to be satisfactory. It was stated that the PUD does not have responsibility for the replacement of pipes (eligible for replacement) if the homeowner does not want to pursue the matter. Director Sherkow recommended that Mr. Gintner be asked to draft a release form that such customers could sign if they refuse further action. Directors Turner and Tucker discussed the issue of backflow devices as it related to the lead pipe inventory. Zach said that he would follow up to see if the backflow devices are a matter for further action. |
| g. Recreational Trails and Paths | President Cuellar said that there was a good chance that a new legislative bill could resolve this issue (related to Newport court case). It would define “recreation” as including “walking, running, and bicycling.” |
| h. Renewable Energy Planning Grant | Director Sherkow stated that the Final Report for the Planning Grant had been transmitted to ODOE yesterday (Feb. 20, 2024). Three things would be pursued: payment to Green Ridge Solar and reimbursement from ODOE; waiting for comments from ODOE on the Report; and waiting for the next round of funding ODOE for a Construction Grant. New funding decisions might not be known until the fall. Director Tucker asked about funding, and Director Sherkow noted the use of tax credits for entities that do not pay Federal taxes. He reminded the Board of a handout from the last meeting on the subject. |
| 7. CORRESPONDENCE AND REPORTS | Director Tucker expressed a desire to have more and better information available to the customers as it related to water rate increases. |
| 8. OTHER ITEMS OF INTEREST | Director Turner announced his resignation from the PUD Board effective April 1, 2024. He will send President Cuellar a formal letter (as prescribed by State regulations). Staff was directed to communicate with registered voters in Subdivision 2 to determine if there is any interest in filling the vacancy. Director Tucker offered a form for such a purpose. President Cuellar said that she wanted to fill the seat as early as April 2, 2024. |
| 9. ADJOURNMENT | President Cuellar adjourned the meeting at 12:00 PM |

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1

Date Roxie Cuellar 3/20/24

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4

Date 3/20/24