



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

7740 HIGHWAY 101 NORTH, YACHATS, OR // PO Box 368 Waldport, OR
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**BOARD OF DIRECTORS SPECIAL MEETING AGENDA
5 March 2024 – 1:00 PM**

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

- 1. SPECIAL MEETING CALL TO ORDER**
- 2. RANK ENGINEERING FIRMS FOR WATERLINE PROJECT**
- 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)
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BOARD OF DIRECTORS SPECIAL MEETING
05 March 2024 – 1:00 PM

1. SPECIAL MEETING CALL TO ORDER	President Cuellar opened the meeting to order at 1:00 PM.
a. Determine Quorum Present	President Cuellar deemed a quorum was present: President Cuellar, Vice President Anthony and Director Sherkow. Staff Supervisors Ms. Angela Vogl and Mr. Zachary Forcier were also present.
b. Note Guests Present	None
2. RANK ENGINEERING FIRMS FOR WATERLINE PROJECT	<p>President Cuellar turned the meeting over to Director Sherkow, who briefed the Board on the summary of the Waterline Engineering and Construction Management Consultant Ranking completed by the Board and one staff member. He noticed that some Directors had specific emphasis on certain experience items. He went on to explain the Scoring Summary on the last page of the summary document, which includes each Director's ranking by firm. The Dyer Partnership scored the highest in Firm Experience, but then ranked lower in the other categories. With one exception, Civil West Engineering was ranked higher overall. The Board expressed that they were overall pleased with Dyer's proposal, and glad for their interest in the project. The Board was appreciative to have the firm as an option for future work.</p> <p>President Cuellar expressed that the firms' distance from the PUD was a key element in her opinion, and Zach agreed. Director Sherkow noticed that Civil West has been very attentive to the PUD's needs and that firm availability was the biggest difference in points.</p> <p>Director Sherkow referred to his previously distributed Waterline/CM Consultant Acquisition list and that the Summary represented item #2, and the current Special Meeting was #3. He said the PUD should anticipate a request for a debriefing of the ranking results from one or both firms. He suggested that the PUD should emphasize that the firm not chosen be told that they made a good showing. There was general agreement about that.</p> <p>Vice President Anthony made a motion that Civil West's Qualifications be ranked as top and that the PUD enter into negotiations with them, and Director Sherkow seconded it. Motion passed unanimously.</p> <p>President Cuellar said that she would share the results of the Board's decision and that negotiations could start with the top ranked firm. Negotiators would include Mr. Peter Gintner (PUD Attorney), Director Sherkow, and Zach. Director Sherkow told the Board that Civil West would need to present a work plan for the negotiations. President Cuellar asked for a timeline, and Director Sherkow said that would be for the firm to develop a range of material and that the PUD needed to talk with them about timing. He said there were several items to include in Project Management such as project scope, schedule, and budget, at minimum. Other items like contract termination, settling disagreements, billing processes, and the generation of progress reports could be included. The PUD would need to set their expectations for items such as field work, a designated representative to report to the Board, and in what frequency. It was also discussed that the more requirements set by the PUD, the higher the cost.</p> <p>President Cuellar reiterated she would follow up with the Dyer Partnership and Keven Shreeve of Civil West. Director Sherkow suggested a meeting between himself, Zach and Pete be scheduled before Civil West is brought in for negotiations. President Cuellar said the Board would rely on</p>

	<p>Director Sherkow to carry the project forward and to be the liaison with Mr. Gintner.</p> <p>Director Sherkow brought the Valve Bolt Contract with Civil West to the Board’s attention, stating it read more like a work order than a formal contract and that he found key points missing. Angela shared some responses from BizOR regarding the Board’s previously expressed concerns about contracting within the State’s established parameters. Angela noted that there were required provisions and specific language that would be included in the final contract. She received information from BizOR and would pass them onto the Board, Mr. Gintner, and Zach.</p> <p>President Cuellar expressed concern about Federal contracts often having a 25% administration fee. Angela would look over the documents received from BizOR. Director Sherkow said that BizOR might require points in the contract that the Board found undesirable or burdensome, but that this was inevitable. BizOR would not provide mobilization funds, so cash management procedures would be vital going forward. Director Sherkow also brought up the issue of insurance requirements, and that the PUD would need to require Civil West hold certificates at three different levels (General Liability, Auto, and Errors & Omissions). Civil West would also be expected to hold liability insurance coverage protecting the PUD.</p> <p>Director Anthony’s only concern was the handling of disbursements and both President Cuellar and Angela confirmed that would be Angela’s role. Angela noted that the Authorized Signature Card would need to be updated after the retirement of Director Turner. President Cuellar suggested Director Sherkow be the replacement. President Cuellar inquired who from Civil West should be the liaison, and it was determined Mr. Shreeve would continue to represent the firm at meetings, while Mr. James Parmenter would take care of office work and on-site inspections. Director Sherkow reiterated the importance of progress reports, and Zach said James was aware the reports would be more important with the Waterline Project. President Cuellar said the contractor would also be responsible for providing them.</p> <p>Zach said he would have more opinions during the construction phase, and Director Sherkow said a performance standard should be established during negotiations on design work. He asked Zach to draft a potential list of issues for the upcoming discussions.</p>
<p>8. OTHER ITEMS OF INTEREST</p>	<p>A brief discussion ensued about adding Public Comment to Regular and Special Meeting Agendas. The Board decided to include a Public Comment item for all Regular meetings and decide about individual Special Meetings dependent on the topic(s) to be covered.</p> <p>President Cuellar also discussed the retirement of Director Turner and that one candidate expected to file for the position would no longer do so. It was suggested that the vacancy be published in Yachats News.</p>
<p>9. ADJOURNMENT</p>	<p>President Cuellar adjourned the meeting at 1:36 PM</p>

Roxie Cuellar, Board President
 Roxie Cuellar, Director Subdivision 1

Date 3/20/24

Franklin Sherkow, Board Secretary
 Franklin Sherkow, Director Subdivision 4

Date 3/20/24