



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

7740 HIGHWAY 101 NORTH, YACHATS, OR

PO Box 368 Waldport, OR 97394

www.swlcwpud.org

541-547-3315



BOARD OF DIRECTORS MEETING AGENDA

17 JUNE 2025 – 10:15 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 May Meeting Minutes – Action Item

2. DISCUSSION WITH VIKING TECHNOLOGIES

3. DISCUSSION WITH ENGINEERING FIRM

- a. Waterline Project Update

4. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)

5. TREASURER'S REPORT

- a. Review and Approval of Disbursements – Action Item
- b. Monthly Financial Report – Action Item
- c. Monthly Reconciliation Report – Action Item
- d. Treasurer Report/Update

6. MANAGERS REPORT

- a. List of Issues
- b. WMCP Update
- c. Policies for Employee Handbook
- d. Office Assistant Job Descriptions

7. OTHER NEW BUSINESS FOR BOARD CONSIDERATION

- a. Rates and Fees
- b. **RESOLUTION 25-07: COLA FOR FY 26**
- c. Discussion about Northwest Natural Water Systems

8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION

- a. Compensation
- b. Yachats Mutual Aid

9. Executive Session: Pursuant to ORS 192.660.2

The governing body of a public body may hold an executive session: (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

10. CORRESPONDENCE AND REPORTS

11. OTHER ITEMS OF INTEREST

12. ADJOURNMENT

All regular and special meetings are open to the public. Contact the office to attend remotely or for assistance.

June 10, 2025

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
17 June 2025 – 10:15 AM

1. REGULAR MEETING CALL TO ORDER	President Cuellar called the meeting to order at 10:15 AM.
a. Determine Quorum Present	President Cuellar deemed that a quorum was present: President Cuellar, Vice President Anthony (departed at 12:35 PM), Director Tucker, and Director Sherkow. Director Sommer was excused due to business issues. Ms. Angela Vogl and Mr. Zach Forcier, PUD Managers, and Gabriel Greenwood, Field Staff Member were also present.
b. Conflict of Interest Declarations	None
c. Agenda Changes and Agenda Approval – Action Item	President Cuellar requested that the issues of SDC charges on a specific property be discussed, and that the Public Input item be moved up on the agenda. She asked that the issue of Water Rates be postponed until July. The issue of Juneteenth was to be discussed as a possible PUD holiday. Director Sherkow moved, seconded by Director Tucker, to approve the agenda as amended. Motion passed unanimously.
d. Note Guests Present	Mr. Brady and Michelle Putnam (to discuss SDC charges)
e. Review and Approval of May Meeting Minutes and June 3 2025 Special Meeting Minutes – Action Item	Director Tucker moved, seconded by Director Sherkow, a motion to approve the May Meeting Minutes and June 3 2025 Special Meeting Minutes. Motion passed unanimously.
2. DISCUSSION WITH VIKING TECHNOLOGIES	<p>Mr. Mark Edwards joined the meeting via Zoom. He discussed his report (June 16, 2025) concerning the status of the Blodgett and Dick's Fork Water Treatment Plants (WTP). He said that the PUD should look for someone to examine the corrosion issues on the filtration tanks at Blodgett for possible repairs. His opinion was that the corrosion conditions at Dick's Fork WTP were too far advanced and that these filters should be replaced. He also noted that the electronics (CPU and control panel) were obsolete to the point of being difficult to replace if there were a failure.</p> <p>He offered to get the programming for both WTPs from WesTech and load them onto replacement CPUs which he possessed. These would then be placed at the appropriate WTP in reserve.</p> <p>He noted that the staff seemed to have a good grasp on the operation, given the relative level of their experience. They were also open to learning more about the WTPs' operations.</p> <p>He suggested that the air valves at Blodgett be replaced with electronic valves. This should be done when the 3rd filter was added. He also recommended that a new polymer be tried which could lower the power consumption and need for as many backwash cycles. It might also do better with turbidity readings and pressure levels.</p> <p>He said that he would make some calls to locate someone with metalogical analysis background for the corrosion issues.</p>

	Board members asked questions and received answers from Mr. Edwards. They recognized his expertise and willingness to help.
3. DISCUSSION WITH ENGINEERING FIRM	
a. Waterline Project Update	Director Sherkow hit some high points of the Civil West Engineering progress report. It was noted that there were approximately 100+ “existing easements throughout the area that are not easily found”. Angela said that Civil West offered to identify them and put them into the PUD GIS database. She talked about the potential cost. It was suggested that she assess PUD staff time for such work and see if Civil West could supplement part or all of such work, given the existing workload. She said that she would report back at the next meeting.
4. PUBLIC INPUT – Public Input (limited to 5 minutes per speaker)	Mr. Brady and Michelle Putnam presented their case for not being charged the SDC for a new home on their lot. PUD staff reported that the meter was pulled at that location in 1997 and that the first SDC assessment wasn’t instituted until 1999, therefore, the lot was never charged a fee and that one was due now. After some discussion, it was determined that the current fee for installation and SDC was correct and due.
5. TREASURER’S REPORT	
a. Review and Approval of Disbursements – Action Item	Director Sherkow moved to approve the May disbursements. Director Tucker seconded the motion. Motion passed unanimously.
b. Monthly Financial Report – Action Item	Director Sherkow moved to approve the May Financial Report. Director Tucker seconded the motion. Motion passed unanimously.
c. Monthly Reconciliation Report – Action Item	Director Sherkow moved to approve the May Reconciliation Report (May 31, 2025). Vice President Anthony seconded the motion. Motion passed unanimously.
d. Treasurer Report/Update	Angela noted that about 600 customers had signed up for online billing. She also said that a Budget Amendment or Supplemental Budget for FY 26 might be necessary due to some uncompleted projects being carried over to the new fiscal year. It was also noted that she was making a payment to Civil West for about \$90,000 thanks to the reimbursement to the PUD from BizOR.
6. MANAGERS REPORT	
a. List of Issues	Angela reported on several priority issues. The new Yachats agreement for supplemental water sales was contingent on a new inter-connect which the City had agreed to pay for. The work will be done jointly by both crews. An inflation factor will be added to be payment amount.
b. WMCP Update	The draft report should be available for the July Board meeting.
c. Policies for Employee Handbook	The draft policy changes were carried over to the July meeting. Director Sherkow requested that a policy concerning traffic and road/street closures be added. He offered to work on language for such a policy. The issue of whether Juneteenth, being a Federal holiday, would be a declared holiday for PUD staff and operations. Director Sherkow pointed out the enumerated holidays denoted in the Employee’s Handbook. He said that if a change was to be made, it should be covered in the Handbook. There was no Board support for such a change.

d. Office Assistant Job Description	Director Sherkow noted the strong language in the draft covering the duty of filling in for the Billing Clerk. Director Sherkow moved to approve the Office Assistant Job Description. Vice President Anthony seconded the motion. Motion passed unanimously.																											
7. OTHER NEW BUSINESS FOR BOARD CONSIDERATION																												
a. Rates and Fees	<p>The issue of Water Rates was postponed until the July Board meeting. The Board members discussed various fees including the returned check fee and reconnection fee. The door hanger fee was discussed and it was suggested that it be increased from \$15 to \$20.</p> <p>Director Sherkow moved to approve the FY 26 fee schedule with the change of the door hanger fee to \$20. Director Tucker seconded the motion. Motion passed unanimously.</p> <table><tr><th>SERVICE CHARGES</th><th>Current Rate</th><th>FY 26</th></tr><tr><td>Change of Owner</td><td>\$ 100.00</td><td>-</td></tr><tr><td>Late Payment</td><td>\$ 10.00</td><td>-</td></tr><tr><td>Door Hanger</td><td>\$ 15.00</td><td>\$ 20.00</td></tr><tr><td>Returned Check</td><td>\$ 10.00</td><td>\$ 20.00</td></tr><tr><td>Water Shut Off Fee *(formerly Water Turn On-for delinquent accts)</td><td>\$ 40.00</td><td>-</td></tr><tr><td>Reconnection</td><td>\$ 850.00</td><td>\$ 915.00</td></tr><tr><td>Installation Charge</td><td>\$ 3,000.00</td><td>\$ 4,000.00</td></tr><tr><td>Non-Emergency After Hours Turn On</td><td>\$ -</td><td>\$ 70.00</td></tr></table>	SERVICE CHARGES	Current Rate	FY 26	Change of Owner	\$ 100.00	-	Late Payment	\$ 10.00	-	Door Hanger	\$ 15.00	\$ 20.00	Returned Check	\$ 10.00	\$ 20.00	Water Shut Off Fee *(formerly Water Turn On-for delinquent accts)	\$ 40.00	-	Reconnection	\$ 850.00	\$ 915.00	Installation Charge	\$ 3,000.00	\$ 4,000.00	Non-Emergency After Hours Turn On	\$ -	\$ 70.00
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b. RESOLUTION 25-07: COLA FOR FY 26	<p>Angela noted that the West Region CPI for May was a 2.4% increase over last year.</p> <p>Director Sherkow moved to approve the FY 26 Cost of Living Adjustment (COLA) of 2.4% in pay for employees. Director Tucker seconded the motion. Motion passed unanimously.</p>																											
c. Discussion about Northwest Natural Water Systems	<p>President Cuellar noted the services that are offered by Northwest Natural Water Systems. She said that they could have their staff people with various certificate levels at our facilities to supplement existing staff if we got short-handed. A cost schedule had been provided.</p> <p>It was also discussed that high school or Job Corps people could provide some non-technical labor if needed. Director Sherkow noted that OAWU (of which PUD is a member) can also provide technical staff in a range of certification levels. They have a circuit-rider program. Director Tucker asked about ORWARN, an organization that is a voluntary group of water utilities that share information. Gabe mentioned that there were other resources, as well.</p>																											
8. OTHER OLD BUSINESS FOR BOARD CONSIDERATION																												
a. Compensation	<p>Director Sherkow presented a slideshow upon which he and Angela had collaborated concerning a new Pay Structure for the PUD. This variant focused on non-supervising field crew members.</p> <p>The Board members and staff discussed the issues surrounding pay, promotion, annual reviews and related items.</p>																											

Overall Concepts – Tie Promotions to Certificates

1. Increase Base Pay Pool Over 3-Year Period with higher promotion and bonuses possibilities
2. Links promotions to increased skill-levels coupled with satisfactory performance or better
3. This results in Steps (longevity) and Groups (promotions linked to Certificates)
4. Less than satisfactory performance will result “half step” or “no step” increase (mid-year review correction possible to get back in course)
5. See Chart for longevity coupled with satisfactory performance or better
6. Promotion and Bonuses for Certificate attainment (including for Cross-Connection Specialist and Filtration Endorsement)
7. Retain COLA increases tied to West Region CPI index
8. Establish bonuses for exemplary performance (office and field)
9. Institute “Fast Start” pay increases after from Probation thru Step 2 (see Chart for orange areas)
10. Staff will continue their longevity path in any new system, and will be eligible for promotion-related increases (*i.e., no one goes backward*)
11. Map out certificate and other education plan for each employee as part of Annual Review
12. Create recognition plan for employees (time and achievements)
13. *Create internship program from local Community College and High School*

There was agreement that this would be a 3-year plan with the first year’s pay adjustment at 5% and following years at 4% each. This was in addition to COLA adjustments and Bonuses.

	FY 26								
Position	Prob	1	2	3	4	5	6	7	8
Group H: WT3-WD3	\$72	\$77	\$82	\$84	\$86	\$88	\$89	\$90	\$92
Group G: WT3-WD2 or WD3-WT2	69	75	79	81	83	85	87	89	91
Group F: WT3-WD1 or WD3-WT1 or WD2-WT2 (with Fil. End.) or WT3	66	71	77	79	81	83	85	87	89
Group E: WT1-WD2 or WT2-WD1	63	67	74	76	78	80	82	84	86
Group D: WT2 or WD2	60	64	70	72	75	77	79	81	83
Group C: WD1 or WT1	57	61	67	69	71	74	76	78	80
Group B: Ready for Stand-By Duties	54	58	64	66	68	70	72	75	77
Group A: Start – Field Crew	50	55	61	63	65	67	69	71	74

After some discussion about the Bonuses to be used in association with the pay structure the following was agreed to. One change that was made at the meeting was to treat existing employees the same as new employees with current certificates.

Director Tucker asked staff to send the collected data and final PUD pay structure to the entities that supplied him with data last year.

	<h2>One-time Bonus Schedule</h2> <p>(could be increased annually by COLA)</p> <ul style="list-style-type: none"> • \$5,000 WD2 and WT2 • \$2,000 WD2 or WT2 • \$1,000 WD1 or WT1 • \$1,000 Filtration Endorsement • \$500 Cross Connection or Backflow • TBD WD3 or WT3 • TBD Outstanding Effort, Idea, Outcome <p>For New Employees be hired, and Existing Employees <u>with certificates</u>, they must satisfactory clear probationary periods and stay 2 years at PUD with satisfactory performance reviews before being eligible. Multiple Bonuses can be earned in any single year.</p> <p>Director Sherkow moved to approve the Pay Structure concept as presented with the change for bonuses to existing employees with certificates (see above). Director Tucker seconded the motion. Motion passed unanimously.</p>
b. Yachats Mutual Aid	This item was postponed until the July meeting.
9. EXECUTIVE SESSION: Pursuant to ORS 192.660.2	From 12:45 to 1:05 PM
The governing body of a public body may hold an executive session: (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.	<p>Separate minutes.</p> <p>Action Taken: The personnel-designated team (President Cuellar and Director Tucker) can make employee termination decisions at any time without a vote of the full Board, and keep the Board informed of their actions at the earliest opportunity. Director Sherkow made a motion to allow the personnel-designation team to make such decisions. Director Tucker seconded the motion. Motion passed unanimously.</p>
10. CORRESPONDENCE AND REPORTS	Director Sherkow distributed copies of his notes from the recent Infrastructure Workshop in Coos Bay. He encouraged Board members to read it.

11. OTHER ITEMS OF INTEREST	None
12. ADJOURNMENT	President Cuellar adjourned the meeting at 1:15 PM.

Roxie Cuellar, Board President
Roxie Cuellar, Director Subdivision 1
Date 8/15/25

Franklin Sherkow, Board Secretary
Franklin Sherkow, Director Subdivision 4
Date 7/16/25