

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

June 1, 2021

Chair McVicker stated that the board was meeting via video conference call due to the pandemic and the Oregon Governors social distancing recommendation.

Directors Present: Carolyn McVicker, Sean Carlton, Tom Donohue, and Anne Price. (via video conference call) Cameron Gogas was absent.

Guests Present: Tim Hirsch

Staff Present: Michelle Hughes, Ray Browning, Leonard Whiteman, and Rachelle DeLoe.

Chair McVicker called to order the monthly business meeting at 5:04 PM.

**MINUTES**

A. 05/04/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 05/04/2021 Business Meeting. Director Carlton seconded, and the motion carried with three ayes. Director Donohue was gone for a moment.

B. 05/11/2021 Budget Committee Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 05/11/2021 Budget Committee Meeting. Director Donohue seconded, and the motion carried with three ayes and one abstention.

**FINANCIAL REPORT**

A. Accounts Payable: 05/04, 05/15, & 05/31/2021

Director Donohue asked about the payment to Quality Control and asked what equipment had been calibrated. Ms. Hughes responded that the lab equipment was calibrated annually to ensure accuracy.

Director Donohue asked about the payment to Pacific City Homes for roofing, siding, and paint. Director Donohue asked which building it would be for. Ms. Hughes responded that they were repairing several of the smaller buildings due to dry rot and weathering. Director Donohue asked if it was a down payment. Ms. Hughes replied in the affirmative. Discussion ensued regarding the bidding process and specifics of the awarded bid.

Director Donohue asked about the credit to SDIS. Ms. DeLoe replied that an employees dependent had become too old for company insurance benefits and they had received a credit back to account for an overpayment.

### **Motion**

Director Price moved to approve the accounts payable for 05/04, 05/15, and 05/31/2021. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 20/21

No questions were asked.

### **MANAGERS REPORT**

Ms. Hughes reported that the Authority had received 14 SDC's thus far. Ms. Hughes continued that some of them had been prepaid and would not be reflected in the budget analysis.

Ms. Hughes reported that the office was still closed, and they were making appointments with customers when needed.

Ms. Hughes reported that the AMR project was complete with Pleasant Hill Development. Ms. Hughes continued that the Authority had less than 200 meters left to replace and anticipated them to be complete in the next few months.

Ms. Hughes reported that three of the Authority's trucks had been outfitted with safety lights. Ms. Hughes added that operating without safety lights was dangerous and posed a safety issue especially for night repairs.

Ms. Hughes reported that the annual CCR had gone out with the May billing. Ms. Hughes continued that CCR stood for Consumer Confidence Report also known as the Annual Water Quality Report.

Ms. Hughes reported that they had replaced a septic tank in May. Ms. Hughes continued that it had been a great training opportunity for the newer staff, as they so rarely had to replace or install new septic tanks.

Ms. Hughes reported that the interim audit was complete, and the auditors would complete the year end in August 2021.

Ms. Hughes told the board that with such an early board meeting that month and typically with all months, the graph information had to be estimated to get the board packet out as early as requested. Ms. Hughes asked the board if they would consider moving the board meeting to the second Tuesday of the month to ensure they would receive accurate information. Discussion ensued regarding the present board members consensus to move the meeting, when to begin the change, and how to notice customers. Chair McVicker asked Ms. Hughes to contact Director Gogas to make sure he agreed as well. Ms. Hughes asked if the board would need motion. Director

Donohue said because it was a major change and believed all board members needed to be present to discuss the topic, he would vote nay.

### **Motion**

Director Price moved to change the monthly board meeting date to the second Tuesday of the month. Director Carlton seconded, and the board was divided two to two. The motion did not pass.

The board asked that Ms. Hughes reach out to Director Gogas and if he agreed they would move the meeting to the second Tuesday beginning in July 2021.

## **UNFINISHED BUSINESS**

### **A. HR Assessment**

Ms. Hughes referred to the May board meeting, when the board requested that she search for an HR consultant to survey the staff. Ms. Hughes said she had found an HR consultant that had reasonable fees and a great approach. Ms. Hughes continued that the HR consultant had conducted “stay” interviews with each employee to find out why they chose to stay with the Authority. Ms. Hughes referred to a summary report in their board packet from the consultant regarding her recommendations. Ms. Hughes was pleased with the consultants’ findings and though much of it she was aware of, she now better understood her staffs concerns and felt confident they could be alleviated. Ms. Hughes said the consultant had been retained to assist in filling vacant positions, screening applicants, and rewriting job descriptions. Discussion ensued regarding the boards appreciation in finding a great HR consultant in a timely manner and what changes the Authority can make to create a comfortable work environment. Ms. Hughes continued that in her research to revamp the employee handbook, she had requested a law manual from BOLI as well as a template from SDAO that she would like to incorporate in the Authority’s employee handbook. Ms. Hughes asked the HR consultant to give her a quote to combine the three as she had experience with HR laws and Ms. Hughes would have more time to devote to her work as the Authority Manager. Discussion ensued regarding employee compensation and the best way to present it to employees.

### **B. Horn Creek Internet**

Ms. Hughes reported that she had gone to a Wave board meeting. Ms. Hughes continued that she had told their board about the situation, and they told her it would be very complicated and asked that she look into satellite before continuing with Wave. Ms. Hughes said she had contacted an installation company that had towers in the area, including one on the hardware store. Ms. Hughes continued that it was very similar to what the school district was doing, but they were using a different installer. Ms. Hughes said she had a meeting scheduled with the school district to gain more information and discuss options. Discussion ensued power issues and logistics of line-of-sight towers and microwaves.

### **C. Heating/Air Flow**

Ms. Hughes reported that they had received three bids to replace the furnace and expand air flow in the office building. Ms. Hughes said Haltiner Heating had been hired to install the new equipment and work would begin the end of June 2021.

#### D. Master Plan

Chair McVicker referred to the prior months board meeting when the board agreed to give their comments and corrections to Ms. Hughes to consolidate and present to Parametrix. Director Carlton apologized that he had taken longer to give his notes and would have them to Ms. Hughes soon. Director Donohue asked if the board could have a copy of the projects in an order that the staff deemed priority that was discussed at the last months meeting. Discussion ensued regarding the continuing Master Plan progress.

#### E. Board Workshop

Chair McVicker reported that she had spoken with Rob Mills about conducting a workshop to help the board work cohesively. Chair McVicker said Mr. Mills had resigned from SDAO but was still doing the same kind of consulting as an independent contractor. Chair McVicker continued that Mr. Mills rate was \$80 per hour, plus half for travel time. Chair McVicker said Mr. Mills wanted to wait until the board could meet in person with all board members present. Chair McVicker asked the board if they would like to move forward with the applicable paperwork. The board members present were in agreement to move forward.

#### F. Community Meetings

Chair McVicker said because they were still in a state of emergency and Covid-19 was still prevalent, the community meeting topic would still be tabled until conditions changed. Director Carlton asked what the deciding factor would be to begin in person meetings. Discussion ensued regarding what factors the board could go by. No decision was made.

### **NEW BUSINESS**

#### A. Rescind Resolution 21-02 Public Contracting and Purchasing Policy

Ms. Hughes gave a brief summary of the resolution. Ms. Hughes told the board that the auditors had brought to her attention a few minor discrepancies between Resolution 21-02 and the Oregon Statutes regarding public contracting and purchasing. Ms. Hughes said she had made the recommended changes, that were now reflected in Resolution 21-03.

#### **Motion**

Director Carlton moved to rescind Resolution 21-02 Public Contracting and Purchasing Policy. Director Price seconded, and the motion carried unanimously.

#### B. Resolution 21-03 Public Contracting and Purchasing Policy

#### **Motion**

Director Carlton moved to approve Resolution 21-03 Public Contracting and Purchasing Policy. Director Price seconded, and the motion carried unanimously.

**GUEST QUESTIONS AND COMMENTS**

No questions were asked.

**CHAIRMAN/DIRECTOR COMMENTS**

Director Price complimented Ms. Hughes and the Authority staff on the magnitude of things that were being accomplished.

Director Donohue referred to a comment he had a few months prior about the lot availability in Pacific City. Director Donohue said after much research and assistance from Chair McVicker and the Citizens Advisory Committee, they had discovered there were 49 commercial lots and 466 residential lots as of November 2017. Director Donohue estimated a difference of 15% in the prior 4 years. Discussion ensued regarding other studies that had been done. Ms. Hughes responded that 466 did not seem to be enough, and it was difficult to estimate because some lots could become multi family dwellings and would count as more than one.

Chair McVicker adjourned the meeting at 6:27 PM.

The PCJWSA Board of Directors approved these minutes on July 6, 2021, by the following votes:

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Carolyn McVicker, Chair

\_\_\_\_\_  
Michelle Hughes, Authority Manager