

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

November 9, 2021

Chair McVicker stated that the board was meeting via video conference call due to the increased COVID spread in Tillamook County.

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

Guests Present: Tim Hirsch

Staff Present: John Wesely, Leonard Whiteman, and Rachelle DeLoe.

Chair McVicker called to order the monthly business meeting at 5:00 PM.

MINUTES

A. 10/12/2021 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 10/12/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 10/15 and 10/31/2021

Director Donohue asked about the payment to TMG Services for an LMI kit. Mr. Wesely replied that LMI was the manufacturer of the chemical feed pumps at Horn Creek, and it had needed to be rebuilt.

Director Gogas asked about the door hangers. Ms. DeLoe replied when the Authority has a planned water outage, they would typically hang a note on a customer's door in a plastic bag. Ms. DeLoe continued that Mr. Wesely had come up with an idea to purchase door hangers, similar to what you would get in a hotel that said, "do not disturb", to fill in the information and hang on doors.

Director Gogas asked about two charges for Michelle's retirement to Card Service Center and asked what they had done for her retirement. Ms. DeLoe replied they had a small BBQ in September.

Director Gogas asked about the three employee trainings charges to Card Service Center. Ms. DeLoe replied that Mr. Wesely had gone to a 3-day training, and the Authority had purchased a

book to help staff members prepare for water treatment tests. Mr. Wesely added that the class was to get CEU's for his water and wastewater licenses in Oregon which would expire at the end of the 2021.

Director Gogas asked about the payment to PC Homes for FEB doors. Ms. DeLoe explained they had a couple of doors that had rotted and needed replacing. Director Gogas added that there was a charge to Rosenbergs for the same thing. Ms. DeLoe responded they had purchased bolt slider plates, because the holes for the dead bolts in the door were larger than the deadbolts.

Motion

Director Price moved to approve the accounts payable for 10/15 and 10/31/2021. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 21/22

No questions were asked.

MANAGERS REPORT

Mr. Wesely wanted to recognize Leonard Whiteman for recently successfully passing his Wastewater Treatment III Certification test. Mr. Wesely continued that Mr. Whiteman had increased his certification by two levels in a single test. The board joined in congratulations.

Mr. Wesely reported that they had curbed back some of the Authority's Covid precautions. Mr. Wesely continued that beginning with the week of October 17th they had suspended the employee screening program due to the drop in Covid positivity rates in Tillamook County. Mr. Wesely said for similar reasons they had opened the Authority office on October 18th.

Mr. Wesely reported that he had been asked to speak at the Nestucca Valley Chamber of Commerce monthly business meeting. Mr. Wesely said he had been invited to be the feature speaker at the October meeting and was honored.

Mr. Wesely reminded the board that they were working on soliciting quotes to upgrade a few lift stations. Mr. Wesely said they had identified Beachy and Kiwanda as the two lift stations that would be the highest priority. Mr. Wesely said he was aware of some issues that may arise regarding the Kiwanda Corridor Project and added that before the Authority invested in upgrading those lift stations they would need more information in terms of what was planned within the corridor project.

Director Gogas asked if Mr. Wesely had added boosters to the Continuity of Operations plan he had recently presented to the board. Mr. Wesely said boosters would only apply to the vaccinated staff and was something that they were encouraging. Mr. Wesely added that booster shots were not specifically mentioned in the plan but was a good point to bring up and would add it to his list of things that needed added to the plan.

Director Carlton asked what kind of time frame the Authority was on for the water rights permits at Horn Creek. Mr. Wesely replied that he was going to talk about the water rights when they moved onto the Water and Wastewater Master Plans. Mr. Wesely continued that he had a meeting with Parametrix to check the status and the only thing holding up the water master plan at that point was a direction as to whether the Authority wanted to pursue their water rights permit. Mr. Wesely reminded the board that they had a limited amount of time to make that decision. Mr. Wesely said he had planned to come to the board with a plan at the next board meeting. Discussion ensued regarding the water rights the Authority had already certified, what was still available, and the possible expansion of Horn Creek.

UNFINISHED BUSINESS

A. Water Master Plan

Mr. Wesely reported that he had met with Parametrix and there were two issues holding back the Water Master Plan. Mr. Wesely said the first issue was the water rights and whether they were planning to expand Horn Creek. Mr. Wesely continued that the second issue was the need for future storage, a location for that storage, and how to hydraulically connect it to the existing water distribution system. Mr. Wesely said he had instructed Parametrix to make note of the storage issue in the Master Plan but to move forward even though a decision had not been made. Mr. Wesely hoped to have the Water and Wastewater Master Plans in the near future.

B. Board Workshop Review

Chair McVicker reiterated to the board that they were going to discuss one item per month from the board workshop that they had done with Rob Mills. Chair McVicker said the item they would be discussing during that meeting was, "Overall the role of a board member was to make an approved district policy, set the direction of the district, to make decisions, establish strategic goals and objectives and be an advocate of special districts." Chair McVicker read Mr. Mills comment to the board. Mr. Mills had written that the board members seemed to be clear about the stated definition of their roles as policy managers rather than subject matter experts. Mr. Mills added that he wanted the board to discuss the nuance of the issue when a board member felt it was a constraint to not share all the Authority's operation knowledge and conversations with customers. Mr. Mills pointed out that the public relations person representing PCJWSA was the Authority Manager.

Director Donohue stated that he felt if questioned by a constituent on a specific issue he should be able to discuss it and felt foolish when he could not talk to a customer about something in the way of operational data, and then had to forward the question onto the Authority Manager. Director Donohue continued that he disagreed with the bullet point.

Director Carlton commented that for him there was a line in which he was comfortable versus uncomfortable talking about specific things. Director Carlton said if he was uncomfortable talking about a matter or felt he would be talking beyond his ability he would forward the question to the Authority Manager.

Director Price said she understood why Director Donohue may feel that way and that somehow as a board member you are seen as inadequate to the conversation. Director Price continued that she agreed with Director Carlton and added that as elected officials they could not pretend to have the extensive operational knowledge that the Authority Manager did, and would only make sense to have the Manager answer those questions. Director Price said that she believed her job as a board member had more to do with consideration of big issues, long range planning, and budget issues.

Director Gogas said that he had somebody ask him about going onto the Authority property and he had told them that even board members could not go onto the property without a staff member. Director Gogas said that he felt sometimes their hands were tied. Director Gogas commented that there was a letter at the beginning of the employee handbook included in the board packet that was from the Board of Directors, but he did not recall drafting one. Director Gogas mentioned that he would like to be more involved in the policy making. Discussion ensued regarding clarification in the roles and responsibilities of a board member, policies the Authority is working under, and the board's participation in writing policies and resolutions.

Chair McVicker said her instant reaction to that bullet point was that she would like to hear from every customer and have them ask questions. Chair McVicker continued that the difficulty she found was she could not answer some questions in depth without referring them to the Authority Manager. Chair McVicker said in the past she had made it a point to be involved in those conversations to extend her knowledge and understanding on the subject as well. Chair McVicker shared her personal experience of communicating the Horn Creek GO Bond with the community and the difficulties she encountered. Chair McVicker stated that having the Manager available to answer the communities' questions made it easier as he was much more knowledgeable about the project.

Chair McVicker said it sounded like the board members had a variety of opinions and listening to each other maybe they could learn a little bit more about how these things affect each other and they could all try to take that into consideration and do a better job as board members. Chair McVicker thanked the board for their input.

C. Revised Employee Handbook

Mr. Wesely said he had solicited comments from the board members regarding the employee handbook and had received some valuable input in that process. Mr. Wesely continued that the document included in the board packet for that meeting was their attempt to provide a conformed version of the handbook. Mr. Wesely added that they had not added every suggestion but if a board member felt very strongly that something was missing they should contact the office to discuss more in depth. Mr. Wesely commented that some board members had expressed concern about the staff and board member relationship and felt staff were restricted and could not come to any board member with a conflict. Mr. Wesely said he did not feel comfortable with staff bypassing management with concerns and taking them straight to the board if an issue could be resolved in house. Mr. Wesely continued that the staff had several avenues for conflict resolution prior to taking a concern to the board including a lead supervisor, manager, and the

Authority's HR consultant. Mr. Wesely said if there were a legal issue such as discrimination or harassment, the entire board would be made aware of it immediately.

Mr. Wesely suggested that they create an employee job satisfaction survey with questions regarding management that could be in addition to the managers annual performance review.

Discussion ensued regarding the possibility of a workshop and the welcome message at the beginning of the handbook.

Director Gogas said he would like to see a comment about respect for the board added to the welcome message. Chair McVicker thanked him for his input and said that Mr. Wesely had heard his comment.

Director Carlton mentioned that he agreed with progression of how employees would tackle any kind of conflict, meaning going to the manager or HR consultant prior to a board member. Director Carlton added that he saw his role on the employee handbook as an advisory role and it was up to the manager to choose whether to incorporate the board's comments or not.

D. Water Management and Conservation Plan

Mr. Wesely reported that they had secured Parametrix services to complete the Water Management and Conservation Plan. Mr. Wesely continued that Parametrix wrote the prior Plan were very familiar with the Authority's water system. Mr. Wesely said he was confident that they would have the plan done by the April 2022 deadline.

No questions were asked.

BUSINESS

A. Continuity of Operations Plan

Mr. Wesely reiterated that over the previous few months they had decided there was a need for a comprehensive Continuity of Operations Plan that outlined and identified all of the Authority's Covid-19 safety precautions that protect staff. Mr. Wesely referred to the draft document included in the board packet and asked for the board's review and comment. Mr. Wesely gave a short summary of the plan including PPE, adjustments to contractor services, and cross training of personnel.

Mr. Wesely said he intended to add this plan to the Authority's broader Emergency Response Plan. Mr. Wesely said after receiving comments and feedback from the board he would present the final draft at the next business meeting.

GUEST QUESTIONS AND COMMENTS

No questions were asked.

CHAIRMAN/DIRECTOR COMMENTS

Director Carlton congratulated Leonard Whiteman on his achievement of Wastewater III certification. Director Carlton said he knew how hard Mr. Whiteman had worked and his achievement showed great dedication.

Discussion ensued regarding operator training, continuing education, and the value of on-the-job knowledge.

Director Donohue suggested the board draft a congratulatory letter for Mr. Whiteman on nice stationary to commend his achievement.

The board congratulated Ms. DeLoe on her completion of the SDAO Academy.

Chair McVicker adjourned the meeting at 6:42 PM.

The PCJWSA Board of Directors approved these minutes on December 14, 2021, by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Carolyn McVicker, Chair

John Wesely, Authority Manager