

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

December 14, 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. 11/9/2021 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 11/9/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 11/15 and 11/30/2021

Director Donohue asked about two checks from December 15th for Michelle's retirement. Ms. DeLoe responded that it was a catering fee that was billed after the accounts payable for October had been completed.

Director Donohue asked why there were so many refund checks at the beginning of the month. Ms. DeLoe responded that when a customer sells their home and they have a credit on their account, the Authority issues them a refund. Ms. DeLoe continued that they had seen up to 30 homes per month selling. Director Gogas asked if there was a transfer fee for sold homes. Ms. DeLoe responded that the new customer calls to have the address transferred and were charged a \$15 transfer of ownership fee.

Director Gogas asked about the Centurylink phone bills and noted that there were several differences. Ms. DeLoe replied that dollar amount went to different accounts based on internet, phone, or telemetry.

Director Gogas asked about the charge from Grainger for Iron Out. Ms. DeLoe replied Iron Out was a chemical used at Horn Creek.

Director Carlton asked what Nationwide retirement solutions was. Ms. DeLoe responded that it was the retirement for employees.

Director Carlton asked about the payment to Schwabe for legal fees. Ms. DeLoe replied that she believed it was for correspondence about water rights but would make sure and email Director Carlton the following day.

Motion

Director Price moved to approve the accounts payable for 11/15 and 11/30/2021. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 21/22

No questions were asked.

MANAGERS REPORT

Mr. Wesely reported that all staff members were in good health, and they had not had any real Covid 19 related issues to speak of.

Mr. Wesely wanted to mention that they were still waiting on one vender, or supplier quote for the upgrade to the lift stations that they were pursuing. Mr. Wesely continued that once he received the final quote, he would review them and bring them to the board with his recommendation. Mr. Wesely said the project would require board approval as it will exceed \$25,000.

Mr. Wesely mentioned the Sanitary Survey conducted by the Oregon Health Authority's Drinking Water Program on October 12, 2021. Mr. Wesely continued that he was very pleased with how well the Authority scored and because they were considered outstanding performers, they would now be conducting a sanitary survey every 5 years rather than the current every 3 years. Mr. Wesely continued that the foundation for this very successful performance was credited to Tony Owen, Leonard Whiteman, Ray Browning, and Michelle Hughes. Mr. Wesely said he wanted to recognize the people that had made the Authority and the public water system run so well that it was recognized as a top performer in the State of Oregon.

Director Price commented that she appreciated the full description and appreciated the credit that Mr. Wesely gave everyone on the staff and wanted to join him in thanking them for all the hard work and the attention to detail that results in this type of recognition.

Director Carlton said he also wanted to thank the staff. Director Carlton commented that the board when the board is doing the Authority Manager performance evaluation, it is difficult to get a sense of how things are going on the operations side and how assess it. Director Carlton

said he thought this was a good example of the real world giving the board feedback and that were doing it right.

Director Carlton asked if Mr. Wesely had any new information regarding the Kiwanda Corridor Project and its effect on the Beachy lift station upgrade. Mr. Wesely responded that he had heard several rumors and with the number of unknowns, had decided to substitute Beachy lift station for Straub during this round of improvements.

Director Gogas asked Mr. Wesely if the quotes were within the approved budget amounts for the lift station upgrades. Mr. Wesely replied in the affirmative. Discussion ensued regarding the Kiwanda Corridor Project and its impact on the Beachy lift station.

Director Carlton asked about the inspection Parametrix had conducted on the Wastewater Treatment Plant. Mr. Wesely said they were still in the process of the inspection. Mr. Wesely continued that USDA-Rural Development had indicated that Parametrix was to do a warranty inspection after the completion of the Wastewater Treatment Plant upgrade. Mr. Wesely said that the system in general was working as promised, minus a few things that had needed modification such as changing chemicals from Magnesium Oxide to Magnesium Hydroxide. Mr. Wesely added that he planned to talk to the staff to determine if there were any other issues, he was unaware of.

Mr. Wesely mentioned that they had been working with Wave to run fiber optic cable to Horn Creek for more reliable internet service. Mr. Wesely said the fiber had been run from the road to Horn Creek and would be fully up and running soon. Mr. Wesely continued that it came at the perfect time as they needed to upgrade the SCADA system.

UNFINISHED BUSINESS

A. Water-Wastewater Master Plan

Mr. Wesely reported that he had met with Parametrix several times and they have committed to having the water master plan completed by the end of the month. Mr. Wesely said there is always the opportunity to do an update in coming years similar to the previous 20-year Master Plan.

Mr. Wesely added that Parametrix felt they were getting closer to having a rough draft of the Wastewater Master Plan for Authority review.

Director Carlton asked what date the water rights had to be completed by. Mr. Wesely responded that he had believed it to be soon, but the Authority had until 2025 to make a decision about which direction they would like to go. Mr. Wesely said he did not intend to wait that long but felt better that they were not under a time crunch.

Director Carlton said he would like to avoid doing a Master Plan update in the next few years if possible and would prefer Parametrix get everything completed now even if it took more time.

Director Donohue asked what the status of the Wastewater Master Plan was. Mr. Wesely said he did not have an exact date, but progress was being made. Mr. Wesely continued that his primary concerns were the Water Master Plan and the Water Conservation Plan at that time but would try to get a definite date from Parametrix.

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 next item on the workshop review document was about individual power separate from the powers of the board. Chair McVicker read the item out loud to the board and opened the floor for comment.

Director Price commented that the thing that works well for her is when in doubt, reach out to the chair of the board for discussion before taking any action. Director Price said that there were times that a single board member may not be able to give the amount of detailed information a person may be seeking.

Director Carlton agreed and added that many items come back to what he would call a fine line. Director Carlton said that the board wanted to interact with constituents but also make sure not to overextend their roles as board members. Director Carlton gave the example of water rights and noted that customers are going to ask board members many questions and the board can answer the questions they are comfortable with, but when in doubt, reach out, either to the board chair or the Authority manager.

Chair McVicker said that her time on the PCJWSA board has been different from her time on other boards, as water and sewer are highly regulated industries and decisions the board makes are not necessarily going to be understood by the community, even when bound by law. Chair McVicker added that the staff and board had done well to get accurate information to the community when necessary, and they could always refer questions to the manager.

C. Revised Employee Handbook

Mr. Wesely said the employee handbook had been on the agenda for quite awhile and had been discussed and reviewed many times. Mr. Wesely continued that he was content with the latest version of the handbook and planned to revisit and review it every 2-3 years rather than every 9-10 years, as the State of Oregon was progressive in acting on nuances and labor laws. Mr. Wesely wanted to make sure to stay in compliance with new laws moving forward. Discussion ensued regarding legal consultation, HR consultation, and an employee handbook workshop that Mr. Wesely had attended.

Motion

Director Gogas moved to accept the employee handbook revised date of November 2021. Director Carlton seconded, and the motion carried unanimously.

D. Water Management and Conservation Plan

Mr. Wesely reported that he was confident the Water Management and Conservation Plan would wrap up on time but added that it had only been a couple of months since they had signed the contract with Parametrix to complete the plan. Mr. Wesely said that he was taking a harder look at the water loss numbers and still see inconsistencies and a higher-than-normal percentage. Mr. Wesely said he would rule out the billing water meter side of the equation as a majority of the residential meters had been replaced. Mr. Wesely gave a few examples of leads he was following including the possibility of over registering at the well head meters. Discussion ensued regarding other possibilities such as old water lines, inadequate pumps, impeller meters, and running the wells versus Horn Creek. Mr. Wesely indicated that he planned to install two Mag Meters, one at each well field to give a more accurate reading of water produced.

E. Covid-19 Continuity of Operations Plan

Mr. Wesely said he had received comments about the Covid-19 Continuity of Operations Plan from one board member after the previous month's meeting and added if there were no other comments, he would consider the plan complete and introduce it to the staff.

No additional comments.

NEW BUSINESS

A. Proposed Operations Supervisor Position

Mr. Wesely gave a summary of the Operations Supervisor position he was proposing. Mr. Wesely said the position would be promoted from within and referred the job description emailed out that morning. Mr. Wesely apologized for the short notice and said they would add the proposed position to the next months meeting in hopes to have board input. Discussion ensued regarding succession planning, salary versus non-exempt, the lack of interest from Assistant Authority Manager candidates. The board was excited and very supportive of the new proposed position. The board agreed to add Operations Supervisor to the next months agenda and have a more thorough discussion.

GUEST QUESTIONS AND COMMENTS

No questions were asked.

CHAIRMAN/DIRECTOR COMMENTS

Chair McVicker said the board had decided at some point that when they had a new Authority Manager, they would do a six-month interim review. Chair McVicker said she would send out the confidential evaluation form in the coming week and would like to get it back as soon as possible. Chair McVicker continued that the interim review would be conducted at the January business meeting under executive session.

Director Donohue said he thought that the form that they had used last time was inadequate. Director Donohue continued that the board did not have any information about the interactions and day to day the manager had with the staff. Chair McVicker said she appreciated the comment, and they could look at that issue soon, but since they were going to be doing the evaluation within the next 30 days, they needed move forward with the form as it was.

Director Gogas commented that with the Authority's Covid expenditures, would they need to add separate Covid line items to the budget for the coming fiscal year. Mr. Wesely said that the covid expenditures had not been very high, but he did want to get another delivery of the rapid test kits. Ms. DeLoe responded that they would not need separate line items as the expenses were not significant enough.

Director Gogas said he would like to see the board meet in person at the next months meeting. Discussion ensued regarding when it would be safe for the board to begin meeting in person.

Director Gogas asked how many new connections the Authority had in the last month. Ms. DeLoe commented zero.

Director Gogas asked how many water connections the Authority had within their boundaries. Ms. DeLoe clarified empty lots plus lots that have connections. Director Gogas responded that he was trying to think ahead. Ms. DeLoe said currently the Authority had 1454 connections and believed Director Price and Chair McVicker had a better grasp on available lots. Director Price responded that they had done an inventory of tax lots within the boundary, but it was not sufficient to just count a lot, because you could count a lot in a R2 Zone which would allow for a triplex on it, meaning the lot could accommodate a single dwelling, a duplex or even a triplex. Discussion ensued regarding lots and expansion.

Director Gogas asked how many people were still behind after the moratorium was lifted. Ms. DeLoe responded that most of the customers had paid and maybe 3-4 customers were left out of the 17. Director Gogas asked if anyone had contacted the office regarding the payment plan. Ms. DeLoe responded no.

Chair McVicker adjourned the meeting at 6:46 PM.

The PCJWSA Board of Directors approved these minutes on January 11, 2022, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

John Wesely, Authority Manager